

URBAN/MUNICIPAL

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1994

AGENDA / MINUTES OF THE  
FINANCE AND ADMINISTRATION

APRIL 21, 1994 -







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1994




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## NOTICE OF MEETING

### FINANCE AND ADMINISTRATION COMMITTEE

Thursday, 1994 April 21st  
9:30 o'clock a.m.  
Room 233, City Hall

  
Susan K. Reeder,  
Secretary

### A G E N D A

1. CONSENT AGENDA

2. CORRESPONDENCE

(a) Yvonne M. Banks, Vice President of the Hamilton Farmers Market Stallholders Association - request to appear as a delegation.

(i) Information Report - Manager of Administrative Services, City Clerk's Office - 1994 Farmers' Market Fee Increases

(b) Dr. C. Pathak, Adult World - request to pay annual licence fee in installments

(i) Recommendation - City Clerk

3. MAYOR ROBERT M. MORROW

Correspondence - Dr. R. H. McNutt, Chair, Organizing Committee, Environment and Economy Excellence Week - 1994 May 1-4

4. ALDERMAN D. AGOSTINO

Oath of Allegiance for elected Officials.

5. THE PARKING AUTHORITY OF THE CITY OF HAMILTON

Sale of Municipal Carparks







6. **STREET VENDORS AD HOC COMMITTEE**

Street Vendors Program

7. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF LOCAL PLANNING**

Women's Safety Audit Project

8. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF INFORMATION SYSTEMS**

Operational Review of Information Systems Department

9. **FIRE CHIEF**

Replacement of Fire Department Vehicles

10. **CITY CLERK**

Request from the Hamilton & District Labour Council to purchase an advertisement (message)

11. **PRIVATE AND CONFIDENTIAL AGENDA**

12. **OTHER BUSINESS**

13. **ADJOURNMENT**







**OUTSTANDING ITEMS  
FINANCE AND ADMINISTRATION COMMITTEE**

Page 1

<u>ITEM</u>	<u>DATE REQUESTED</u>	<u>ACTION BY</u>
1. (a) Policy to exempt Parking Authority from realty and business tax.	1990 February 23 & 1990 March 22	Treasurer
(b) Examine feasibility of directing the net revenue from parking fines into the Reserve Account.	1990 March 22	Treasurer
2. Additional Proposed Development Charges Amendments.	1992 April 23	Building
3. City Hall Grounds Study - being reviewed by interest groups for input.	1993 January 21	Arts Co-Ordinator
4. Report - Partnership Agreements at the Hamilton Farmers' Market.	1993 January 21	City Solicitor
5. Report back on the issue of other municipalities which have discriminated against the hiring of the local construction industry due to restrictive policies.	1993 August 31	Chief Administrative Officer & City Solicitor
6. Report back - Discussions with Junior Achievement on negotiations on rental rate for space in the Upper Wentworth Composite Building.	1993 September 23	Chief Administrative Officer, & Director of Property
7. Information Report - Civic Awards.	1993 November 25	Culture and Recreation
8. Public Meeting - Transportation of Persons with Special Needs.	1993 November 25	City Clerk







OUTSTANDING ITEMS FINANCE AND ADMINISTRATION COMMITTEE			PAGE 2 - Continued
ITEM	DATE REQUESTED	ACTION BY	
9. Report - Wheelchair Accessible Integrated Taxicab Licences (to go to Taxi Advisory Committee first)	1993 November 25	City Clerk	
10. One year monitoring of decisions made by the Assessment Review Board.	1993 December 9	Treasurer - to report back in 1994 November	
11. Report - Request for private legislation to require expanded requirements for sprinkler systems.	1993 December 9 (Status Report sent out 1994 April 15)	City Solicitor Building Commissioner Fire Chief	
12. Comprehensive Audit - Culture and Recreation.	1993 December 9	Chief Administrative Officer	
13. Report - Action Plan to provide a "Smoke-free Community by the Year 2000".	1993 December 9	Medical Officer of Health	
14. Task Force to Review Benefits derived by the City of Hamilton from A.M.O.	1994 February 3	Alderman Copps & Alderman Agostino	
15. Report - Outstanding Property Taxes (requested by Alderman Copps)	1994 March 14	Treasurer	
16. Report - Recovery efforts on costs incurred on demolition services re: Explosion 232-236 Ottawa Street North.	1994 March 24	City Solicitor (no later than 1994 August)	
17. Information Report - 1994 Grey Cup Parade & 1994 Oktoberfest Parade & Hamilton Firefighters Drum Corps' participation in the Grey Cup Parade.	1994 March 24	Canadian Football Hall of Fame & Treasurer	
18. Report - Lowering of Property & Business Taxes & Development Charges in Downtown Hamilton. (Mayor's Downtown Task Force)	1994 April 7	Treasurer	
19. Report - Innovative Parking Arrangements Downtown. (Mayor's Downtown Task Force)	1994 April 7	Parking Authority	
20. Municipal Non-Profit Housing Corporation to consider developing Non-Profit Housing as infilling projects in the Downtown Core & report back. (Mayor's Downtown Task Force)	1994 April 7	General Manager Housing	
21. Possibility of establishing night parking spots for taxis in the Downtown Area. (Mayor's Downtown Task Force)	1994 April 7	City Clerk	
22. Report - Property Standards - Store entranceway in the International Village. (Mayor's Downtown Task Force)	1994 April 7	Building Commissioner	

1994 April 15





March 30 1994

Dear members of the Finance and  
Administration Committee,

2(a)

The Hamilton Farmers Market Stallholders Association, on behalf of the stallholders, is requesting an appeal to the 1994 rent increases approved by Finance and Administration on November 4 1993 and Council on November 9 1993.

The reason for this request is that the circumstances on which the increase was justified have changed considerably.

In the fall of 1993 Finance and Administration directed that the Farmers Market balance its budget within three years. Based on the estimated revenues and expenses presented in October 1993 an increase of  $4\frac{1}{2}\%$  was recommended to meet these budget goals. (see attached copy)

Also approved by Finance and Administration was the incorporation of Friday into the market contract so we have gone from a three day contract to a four day contract. The only reason for this change was that the stallholders were told the City could save 24,000.00 in reduced employee ~~as~~



wages and benefits. With reluctance we agreed because at the time it seemed to make good economic sense.

However, during the course of incorporating Friday into the contracts it became apparent that Friday rents would have to become streamlined. This resulted in the elimination of the "Friday discount day," that has been in existence since the inception of the Friday market. The net result of this action has been increases for the Friday market ranging from 50% to 100%.

On top of this an overall increase of  $4\frac{1}{2}\%$  was applied. With the new 1994 contracts vendors have faced increases from  $4\frac{1}{2}\%$  to as high as 28%.

Furthermore by the end of December 1993 the actual revenues collected by the city were 433,050.00 an increase of 30,660.00 over the estimate (402,390.00).

Since the decision for a rent increase for 1994 was based on an inaccurate figure and since no account was made for the Friday fee increases we feel justified in requesting that the  $4\frac{1}{2}\%$  be rolled back to zero retroactive to January 1, 1994.

Finance and Administration wanted the Market Budget balanced within three years. It has been done in one. There is no deficit. I think we all agree governments need to balance their books but there is no justification for additional undue hardships to be imposed upon the market vendors during these times of economic duress. We feel the Market is of dynamic importance to the downtown core area and forms a vital link with the community and the other retailers of downtown Hamilton.

Sincerely  
Yvonne M Banks  
vice president of  
Hamilton Farmers Market  
Stallholders Association



# 1994 HAMILTON FARMERS' MARKET BUDGET

## CITY CLERK'S DEPARTMENT

Account	Description	1993	Increase/Decrease	1994
51001	Salaries & Wages	208,000	(24,240)	183,760
51228	Employee Benefits	41,100		41,100
55204	Training Courses	200		200
56001	Office Supplies	1,140	(800)	340
56004	Postage	210	(100)	110
56101	Cleaning Supplies	6,000		6,000
56104	Uniforms & Clothing	270		270
56301	Telephone	200		200
56302	Advertising & Promotion	16,660	(16,660)	0
57101	Equipment Repair	1,500	(200)	1,300
TOTALS		275,280	-42,000	233,280

## PROPERTY DEPARTMENT

Account	Description	1993	Increase/Increase	1994
56103	Operating Supplies	5,750	(2,750)	3,000
56303	Water Rates & Sewer	6,390		6,390
56320	Garbage Disposal	10,000		10,000
56333	Security	15,140		15,140
56350	Electrical Services	2,530	570	3,100
56378	Elevator Contract	19,950		19,950
56379	Lighting Contract	3,550	250	3,800
56380	Refrigeration Contract	12,360		12,360
57108	Temp. Control Repair	4,820	380	5,200
57117	C.U.P. Equipment Repair	4,750		4,750
57301	Building Repair	28,180		28,180
57315	Painting	6,000	(3,000)	3,000
57368	Duct Cleaning	4,000		4,000
56304	Hydro	86,000	12,000	98,000
TOTALS		209,420	7,450	216,870

## REVENUES

1993 Revenues = \$402,390

AC 10%  
HEAT 20%  
ALL OTHER 60%

## SUMMARY

1994 Projected Expenditures = \$450,150 for a deficit of \$47,760.

To balance the Farmers' Budget within three years as directed by the Finance and Administration Committee, an increase of \$15,920 or 4% will be required for 1994.

Any increase in expenditures other than those indicated in the above tables will require a higher increase for 1994.

ACTUAL 1993 REVENUE ( CONTRACTS 364,020.) 433,050.00  
FRI. + DAILY 69,030.  
ACTUAL 1993 EXPENSES ( CLERKS 277,935.14) 487,355.00  
ON HEAT 20% 117.14

**CITY OF HAMILTON**  
**- INFORMATION -**

2(a)  
(i)

**DATE:** 1994 April 15

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. S. G. Hollowell  
Manager of Administrative Services  
City Clerk's Department

**SUBJECT:** 1994 Farmers' Market Fee Increases

**BACKGROUND:**

This report has been prepared in an attempt to answer concerns about the fee increase which has been levied for 1994 on all Hamilton Farmers' Market Stallholders. The fee increase which has been levied exceeds the increase authorized by City Council on November 9, 1993 in the amount of 4.5% for those stallholders who use the market on Fridays.

The Farmers' Market Sub-Committee had an opportunity to review the proposed 1994 budget for the Farmers' Market which consisted of two components. The City Clerk's Department portion included all revenues and expenditures related to day to day operation of the facility such as cleaning, promotion and administration. The Property Department portion included all building maintenance expenses exclusive of cleaning. The Committee members questioned staff on several parts of the budgets and received complete answers in all cases.

As in previous years, the proposed 1994 budgets if offset against 1993 revenue levels would have meant a deficit. For 1994 it would be in the order of \$53,760. The Chief Administrative Officer recommended to the Finance and Administration Committee and City Council that the budget deficit for the Farmers' Market be eliminated by the end of 1996 which would require annual fee increases over that three year period of 4.5%. The recommendation of the Chief Administrative Officer was adopted and a 4.5% fee increase was levied for 1994 with the understanding that similar fee increases would be levied in 1995 and 1996.



In addition to the fee increase for 1994, City Council also approved the following resolution with respect to the 1994 market contracts:

That the City Solicitor be authorized and directed to prepare an amendment to Farmers' Market By-law 92-310 providing for a revised Hamilton Farmers' Market Contract for 1994 to include the following:

- (a) Rental of all market stands on a four day per week basis (Tuesday, Thursday, Friday and Saturday) payable by post-dated cheques at the time the contract is signed; and,
- (b) The existing stallholder fees covering a three market day week be revised to include for the fourth market day, namely, Friday, the current daily rental rate of the stall multiplied by fifty-two. This revised annual fee shall be payable in twelve equal monthly post-dated cheques delivered to the City on the signing of the Market Contract; and,
- (c) Rebate of the daily fee, without interest, for the applicable stand as set out in Market By-Law 92-310 on a twice yearly basis to all stallholders who do not utilize their stands on any given Fridays provided they have notified the Market Office by 9 a.m. of the Fridays in question.

Once all approvals were in place, the Market Manager proceeded to prepare and have executed the 1994 contracts with all stallholders. At this time the Market Manager included in the new contracts, provision to eliminate a special arrangement which had been in place since the Friday Market was established whereby stallholders who leased three or more stands on Fridays did not pay for one of the stands. This arrangement affected a total of forty (40) stallholders. This arrangement although not documented in minutes or approved by City Council apparently had the blessing of the Market Sub-Committee of the day. This arrangement was implemented at the time to encourage greater participation in the new Friday Market by as many stallholders as possible.

The existence of this special arrangement was unknown to the present Manager of Administrative Services or City Clerk. The fact that this special arrangement was eliminated by the Market Manager without the normal approval process has already been dealt with internally and requires no further action. There was no attempt to mislead anyone in undertaking this action. It was merely an action taken to correct a situation which should have been corrected several years ago once the Friday Market was firmly established.

The 4.5% increase approved by City Council coupled with the correction of the above situation resulted in a fee increase for Friday stallholders greater than they anticipated. This increase in revenue for 1994 will eliminate the Market incurring a deficit in 1994.. It may also mean that no fee increases will be necessary for the next two years due to the Social Contract which freezes all staff remuneration at 1993 levels. Market stallholders are protected by the council decision to operate the Farmers' Market on a breakeven basis because future fee increases can only result if operating expenses increase. Staff are continually reviewing expenses in an effort to operate the Market in the most cost efficient manner possible.

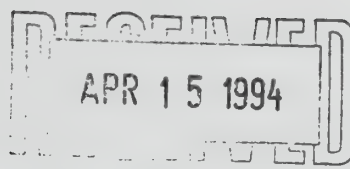
Market revenues for 1994 are expected to be \$472,930 which is an increase of \$39,880 or 9.2% over the 1993 actual revenues. This is offset by projected expenditures of \$255,660 for the City Clerk's Department and \$216,870 for the Property Department for a total of \$472,530.

The above information clearly reflects all action taken with respect to the 1994 fee increase issue and should serve to clarify and resolve any concerns that may exist.

A handwritten signature in cursive script, appearing to read "A. E. Hollough".







Dr. C. Rathall  
Adult world  
212 John St.  
Hamilton, Ont.

Secretary,  
Finance and Administration Committee  
City of Hamilton,

April 13, 94

2(b)

Due to a general slow down in business cashflow, we are unable to come up with a lump sum of \$2,000.00 for the annual licensing fee.

We urge, therefore, to permit a partial payment of instalment to cover the same, this year and in principle for any other year.

I have requested the same with Mr. Steve Dembe, i.e. to allow the fee to be paid in instalment of \$500.00 at a given time. Our business doesn't have sufficient cashflow to cover an extra expense involving a lump sum payment of \$2,000.00 in any given month.

In the mean while, I am served with an Order to Comply.

I am complying the only best way it can be done with:

① - Requesting for instalment payment.  
Plan system.

② Including 4 cheques of \$500.00 Each to cover the total fee requirement.

Hope that this <sup>request for such an</sup> arrangement shall be approved for this year and other years in future.

Sincerely yours  
D. Rathall





2 (b)  
(i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 18

**REPORT TO:** Susan K. Reeder  
Secretary, Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Adult World - 212 John Street South  
Licence Renewal - Adult Video Store

**RECOMMENDATION:**

That no action be taken on this request.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

Attached is a letter from Dr. C. Pathak dated April 13, 1994, the licence holder for this Adult Video Store. Members of Committee will recall that on May 6, 1993, no action was taken on Dr. Pathak's request for a reduction in the licence fee. Dr. Pathak is now requesting that the City accept a \$500.00 cheque now and three post-dated cheques to cover the \$2,000. annual licence fee. All licences were due on January 1, 1994 and almost four months has passed without payment.

There is no provision in the Licence By-law to accept payment in this manner. Any changes to our current system of renewal would not only require an amendment to the Licence By-law, but would create bookkeeping and administrative problems that would impact on staff.

Should the committee agree that no action be taken on his request and full payment is not received within 5 business days from April 21, 1994, Dr. Pathak, if found to be operating, would be charged pursuant to the Licence By-law.







# McMASTER UNIVERSITY

**FACULTY OF SCIENCE, OFFICE OF THE DEAN**  
1280 MAIN STREET WEST, HAMILTON, ONTARIO L8S 4K1  
E-Mail: deansci@mcmaster.ca

Tel: (905) 525-9140 Ext. 22615  
Fax: (905) 546-9995

April 5, 1994

Mayor Bob Morrow  
Office of the Mayor  
City of Hamilton, CITY HALL  
71 Main Street West  
Hamilton, Ontario L8N 3T4

3.

Dear Mayor Morrow:

I am writing to invite the City of Hamilton to join McMaster and others as a sponsor for

## **Environment and Economy Excellence Week on May 1 to 6, 1994.**

This most stimulating upcoming community event in the Hamilton-Wentworth and Halton Regions is centred around a joint session of the *National Roundtable on the Environment and the Economy* and the *Ontario Roundtable on Environment and Economy*. It is a great privilege for our Regions to be hosting this event. These Roundtables provide advice to the Prime Minister and Premier respectively concerning sustainable development in all regions of Canada.

Our Regions have an opportunity to participate in and affect these discussions. Some of the activities planned are shown on the attached program, and include a boat tour of the Hamilton Harbour, a visit to Cootes Paradise project, a Youth Round Table, and a dinner featuring the Deputy Prime Minister and Minister of Environment, Honourable Sheila Copps.

Although these events have substantial commitment on the part of the Federal and Provincial governments, it is important that our community make a commitment to the success of this project.

I ask you to consider an investment of \$1,000 in this event. You will be listed on publications and noted in media releases as a member of the community sponsorship team, and will receive an official receipt for tax purposes. We also invite you to have a display exhibit in our poster session.

With your financial stake, we can really make the Golden Horseshoe Roundtable the best in Canada.

I will be calling you in the next few days.

Sincerely,

Dr. R.H. McNutt  
Chair, Organizing Committee



**DRAFT**

The Regions of Hamilton-Wentworth and Halton are proud to present:

# ENVIRONMENT AND ECONOMY



## EXCELLENCE WEEK

*"Building Consensus for a Sustainable Future"*

May 1 to 6 1994

## Environment and Economy Excellence Week

The Regions of Halton and Hamilton-Wentworth form a world recognized centre of Environmental Excellence. This fact is borne out by its selection as a **United Nations Model 21** city, meaning that there is not only challenge for environmental improvements, but a proven capacity to meet the challenge. (Hamilton was selected as one of 21 cities world wide, and one of only 2 in North America).

This excellence stems from such key sources and resources within the Region as the following:

- (1) **conservation** (Royal Botanical Gardens, Cootes Paradise, Hamilton Region Conservation Authority, etc.)
- (2) **research** (McMaster University, Canada Centre for Inland Waters, RockCliffe Research Management, etc.)
- (3) **training** (Mohawk College, TranSkills, etc.)
- (4) **community involvement** (Rotary Clubs, BARC, Chairman's Taskforce on Sustainable Development, etc.)
- (5) **"green industries"** (Intermetco, Laidlaw, Philip Environmental, Zenon etc.)
- (6) **"greening industries"** (Dofasco, P&G, Stelco, Westinghouse and many others)

Such excellence has been evident in the past, is continuing to grow now, and has been proposed by the Renaissance Committee as a key strategic sector for future regional growth.

But there is so much more to be done, particularly from the perspective of sustainable development. To celebrate the accomplishments and excellence that have been achieved, and to help plot the course for the Regions' sustainable futures, this week of activities is being presented.

The theme for these activities is:

### "Building Consensus for a Sustainable Future"

The terms sustainability and sustainable development embrace the concept that environmental, economic and social needs are complex and require integrated decision making.

*The Canadian Round Tables, Aug., 1993*

A consensus process is one in which all those who have a stake in the outcome aim to reach agreement on actions and outcomes that resolve or advance issues related to environmental, social, and economic sustainability.

*The Canadian Round Tables, Aug., 1993.*



**DRAFT**

## **AGENDA**

### **"Building Consensus for a Sustainable Future"**

1. **Sunday, May 1 to Tuesday, May 3** **Holiday Inn, Burlington**

Air and Waste Management Association (Ont. Chapter) annual spring conference:  
*"Environmental Innovations & Opportunities Conference"*

For information, contact the Chair for the conference:

Mr. Brian Forrestal, Laidlaw Waste Systems

Phone: (905) 336-5151 Fax: (905) 336-8177

2. **Wednesday, May 4** **Royal Botanical Gardens**

Youth Round Table

3. **Wednesday, May 4** **McMaster University**

Environmental Research Showcase

4. **Wednesday, May 4** **Hamilton Golf and Country Club**

Reception and Dinner, featuring Deputy Prime Minister and Minister of the Environment,  
the Honourable Sheila Copps

5. **Thursday, May 5**

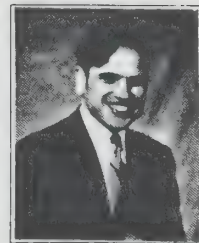
Boat Tour of Burlington Bay, Hamilton Harbour

6. **Thursday, May 5** **Hamilton Chamber of Commerce**

Reception, Dinner, Workshop and Dinner Theatre

# Dominic Agostino

Alderman Ward 5 - Regional Councillor



City of  
HAMILTON

Health & Social Services  
Committee  
-Chairman

Hamilton Farmer's Market  
Subcommittee  
-Chairman

Visible Minorities  
Representation  
Subcommittee  
-Chairman

Day Care Task Force  
-Chairman

School Child Nutrition  
Task Force  
-Chairman

Roomers & Boarders  
Task Force  
-Chairman

Employee Suggestion  
Subcommittee  
Chairman

Hamilton Parking Authority  
Committee  
Vice-Chairman

Parks & Recreation  
Committee

Economic Development  
Committee

Airport Management  
Board

CFL Hall of Fame  
Committee

Status of Women  
Subcommittee

Regional Audit  
Committee

Hamilton Civic Hospitals  
Board

Art Gallery of Hamilton  
Board

Pre-Hospital Quality  
Care  
Committee

1994 March 24

Ms. S. Reeder, Secretary,  
Finance & Administration Committee

Dear Ms. Reeder:

I would appreciate it if you would add an item under "New Business" to the Finance and Administration Committee meeting agenda on Thursday in regards to the Oath of Allegiance that we swear when we are elected to City Council.

As you are aware it now currently reads as follows: "I, ....., having been elected to the office of ....., in the Municipality of Hamilton, do swear that I will bear true allegiance to Her Majesty Queen Elizabeth II".

I would like to propose that we add the following: "I, ....., having been elected to the office of ....., in the Municipality of Hamilton, do swear that I will bear true allegiance to Her Majesty Queen Elizabeth II and to Canada".

I believe it is very appropriate and in keeping with Parliamentary tradition and Parliamentary law in Canada to swear allegiance to Her Majesty Queen Elizabeth II however, I believe it is also extremely important for us to also swear allegiance to our Country, which would not take away from the current oath.

Thank you for your kind attention to this matter.

Yours sincerely,

**DOMINIC AGOSTINO, ALDERMAN,  
WARD 5**

DA:tb

c.c. Council Members

4.







CITY COUNCIL  
HAMILTON, ONTARIO  
L8N 3T4

1994 April 7

Ms. S. Reeder, Secretary,  
Finance & Administration Committee

Dear Ms. Reeder:

Further to my previous correspondence, please find enclosed a copy of the draft Resolution regarding the Oath of Allegiance for elected officials.

I would appreciate it if you could place this on the next agenda of the Finance and Administration Committee meeting.

Thank you for your kind attention to this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "D. Agostino".

DOMINIC AGOSTINO, ALDERMAN,  
WARD 5

DA:tb

Attchs

ALDERMAN AGOSTINO

**DRAFT RESOLUTION RE: OATH OF ALLEGIANCE FOR ELECTED OFFICIALS**

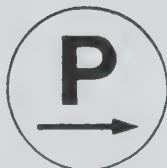
- (a) That the Minister of Municipal Affairs be petitioned to amend Section 96(1) (Form 1) of The Municipal Act respecting the Oath of Allegiance for elected officials to add the words "and to Canada" at the end of the Statement, in order that the Oath would thus read: "I, ---, having been elected to the office of ----, in the Municipality of ----, do swear that I will bear true allegiance to Her Majesty Queen Elizabeth II and to Canada"; and,
- (b) That the Association of Municipalities of Ontario be so advised of the City's petitioning.





CHAIRMAN:  
ALDERMAN VINCE AGRO

MEMBERS:  
ALDERMAN DOMINIC AGOSTINO  
ALDERMAN FRANK D'AMICO



**THE PARKING AUTHORITY  
OF THE CITY OF HAMILTON**

PETER G. BAKER  
GENERAL MANAGER

TELEPHONE: (905) 523-7275  
FAX: (905) 523-0878

80 MAIN STREET WEST, HAMILTON, ONTARIO L8P 1H6

RECOMMENDATION

DATE: March 24, 1994

REPORT TO: Susan Reeder, Secretary  
Finance and Administration Committee

FROM: Peter G. Baker, General Manager  
The Parking Authority of the City of Hamilton

SUBJECT: Sale of Municipal Carparks

RECOMMENDATION: That the attached list of Municipal Carparks be approved for sale by the City through the usual process of property dispositions by way of the Property Department.

FINANCIAL IMPLICATION: Presently these sites are not financially viable to the **Parking Authority** and their sale will not affect the merchants affected in the areas concerned. The proceeds from the sales will be deposited to the Reserve for Offstreet Parking and the funds subsequently used to assist with the acquisition and development of further municipal parking throughout the City.

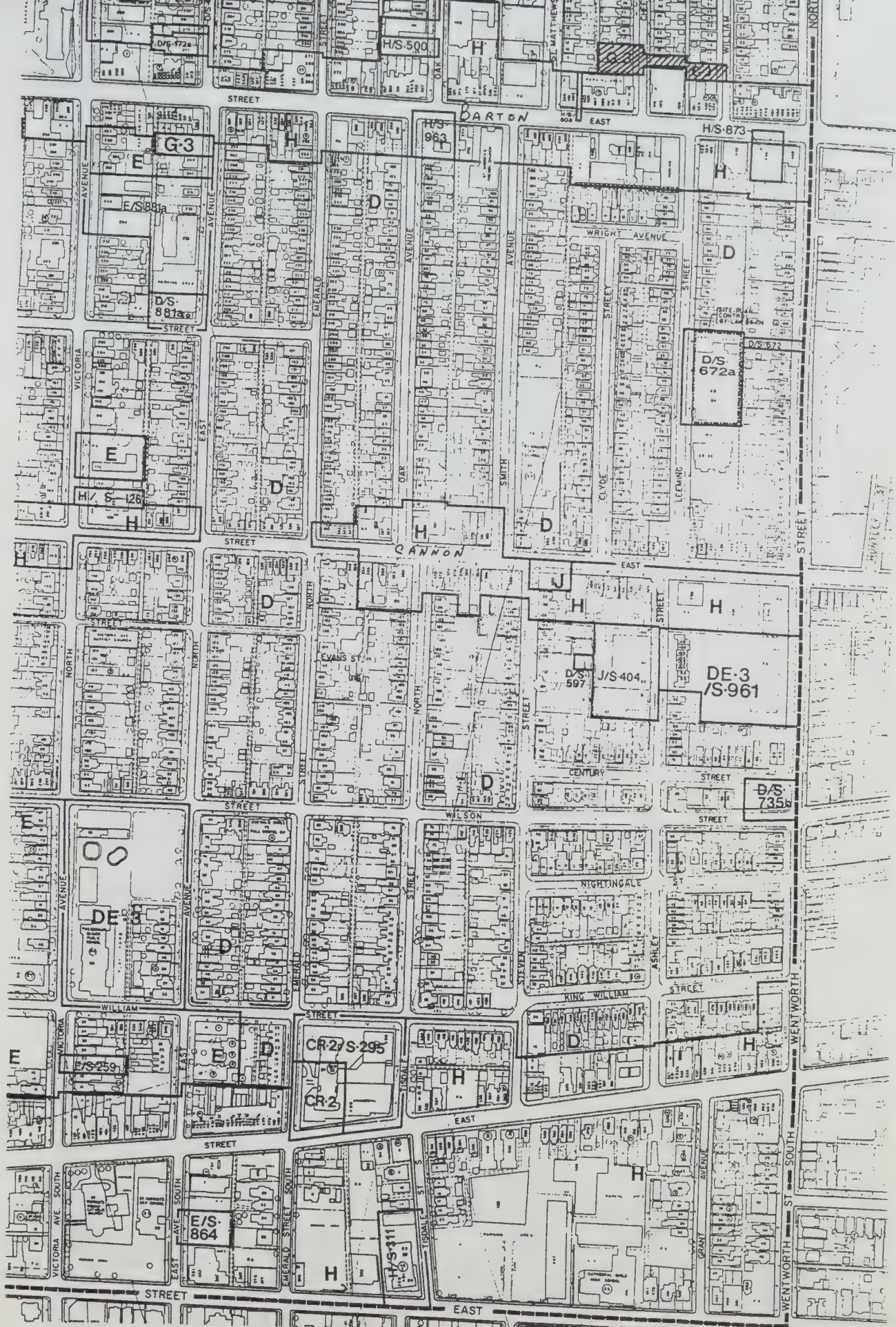
BACKGROUND: The **Parking Authority** has studied each site over an extended period of time and considered the inventory of parking stalls remaining in the areas affected. Further, each location has been discussed with the Aldermen for the various wards affected. The **Parking Authority** Board approved this action at its meeting of February 17, 1994. You may also recall that most of these sites had been referred to the Committee several months ago and certain locations were studied further as a consequence.

5.

MUNICIPAL CARPARKS SALE

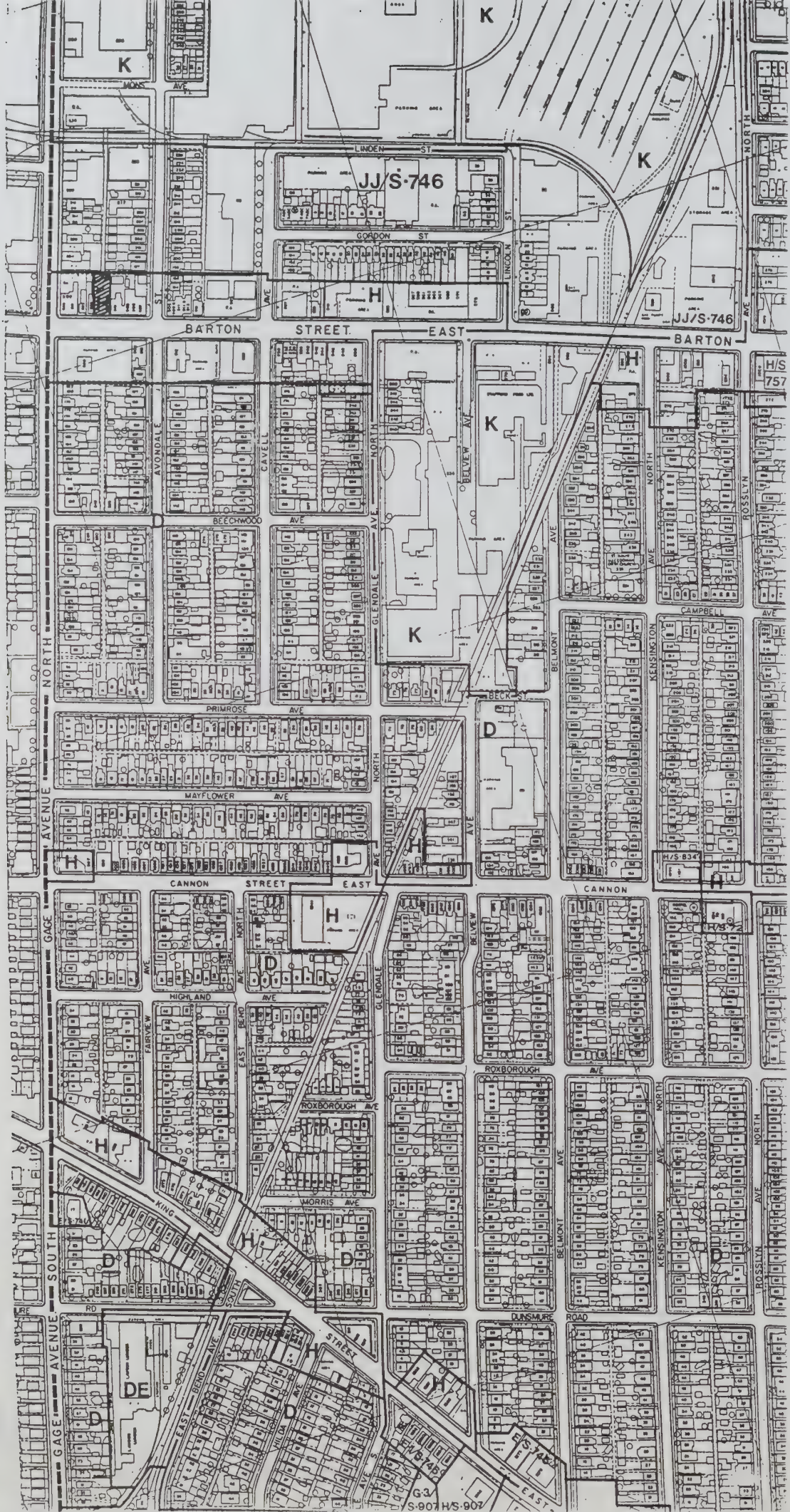
- (1) 11 Cheever Street  
11 William Street  
Municipal Carpark Number 46  
Number of spaces 36
- (2) 897 Barton Street  
Municipal Carpark Number 54  
Number of spaces 12
- (3) 1368 Barton Street  
Municipal Carpark Number 58  
Number of spaces 22
- (4) 195 Parkdale Avenue North  
Municipal Carpark Number 63  
Number of spaces 22
- (5) Barton and Grosvenor (East side)  
Municipal Carpark Number 39A  
Number of spaces 22
- (6) Barton and Sherman (between Sherman and Kinrade)  
Municipal Carpark Number 12  
Number of spaces 35
- (7) Kenilworth and Dunsmure  
Municipal Carpark Number 30  
Number of spaces 10
- (8) Wentworth and Century  
Municipal Carpark Number 60  
Number of spaces 20





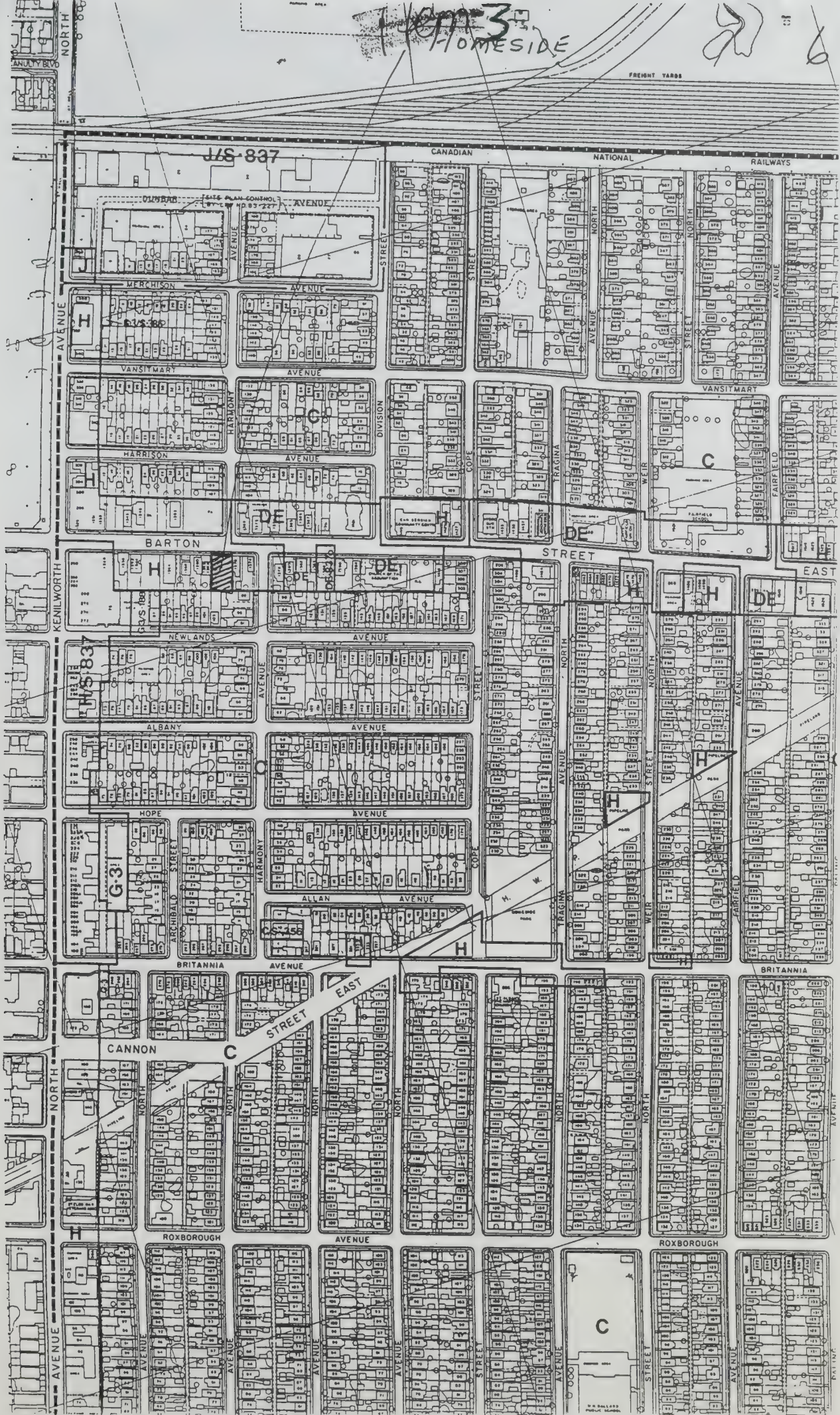
LANDSDOWN





CROWN  
POINT  
INDIANA  
2









NORMAN HURST

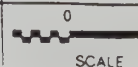
74	75	109
66	105	100
9	52	51

CITY

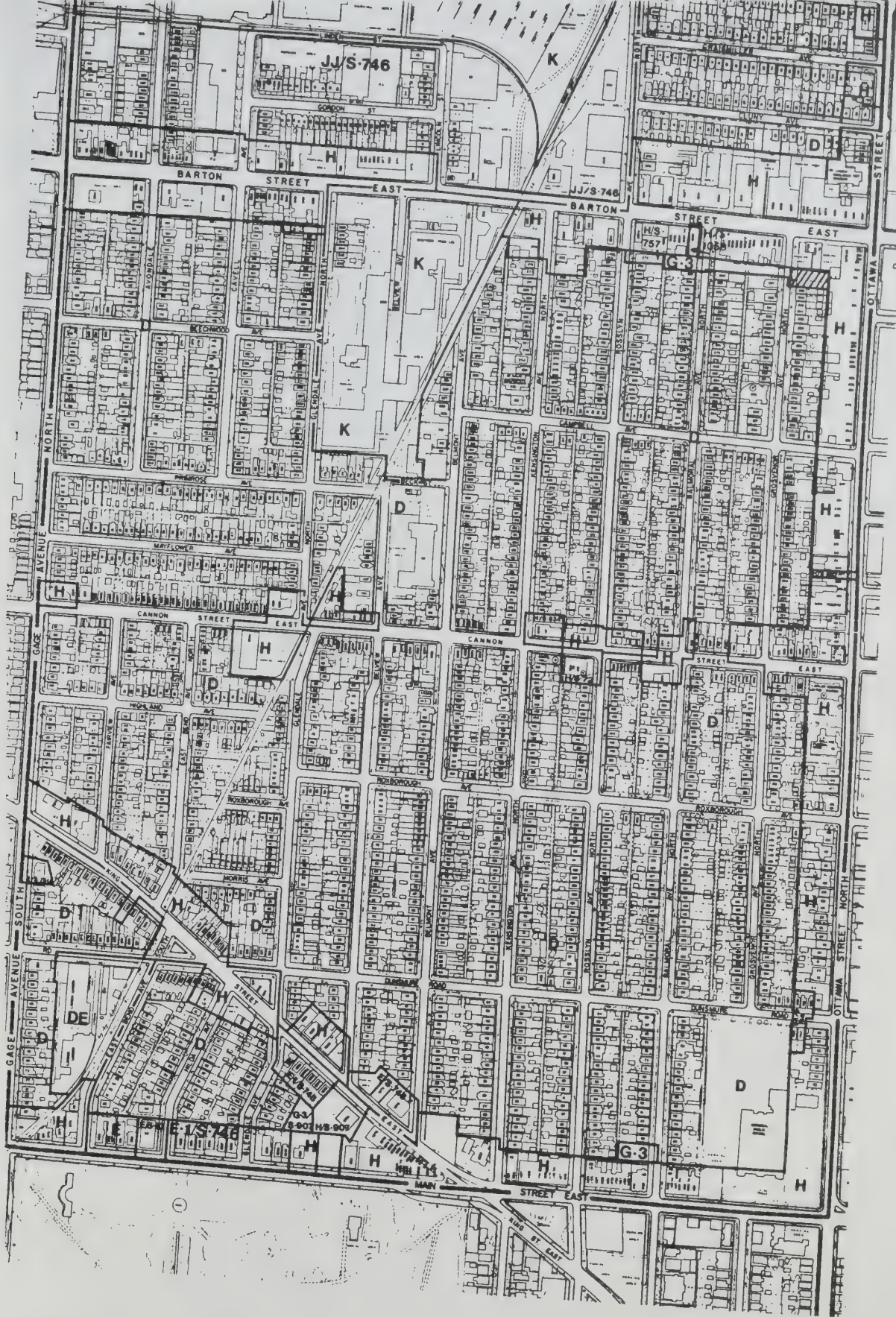
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For Zoning Verification Please  
Contact City Building Department.

Neighbourhood Boundary  
Zoning Boundary.



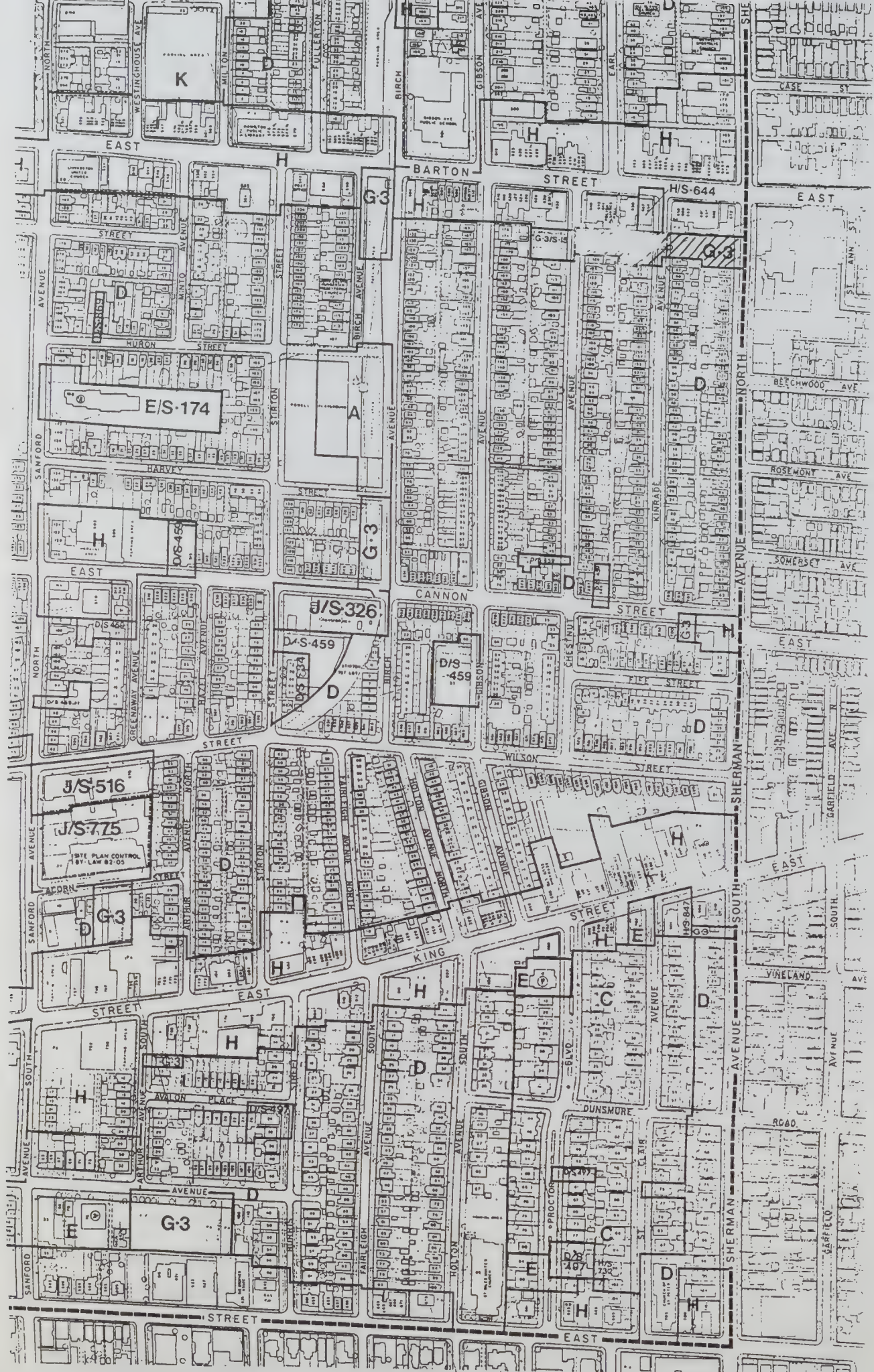




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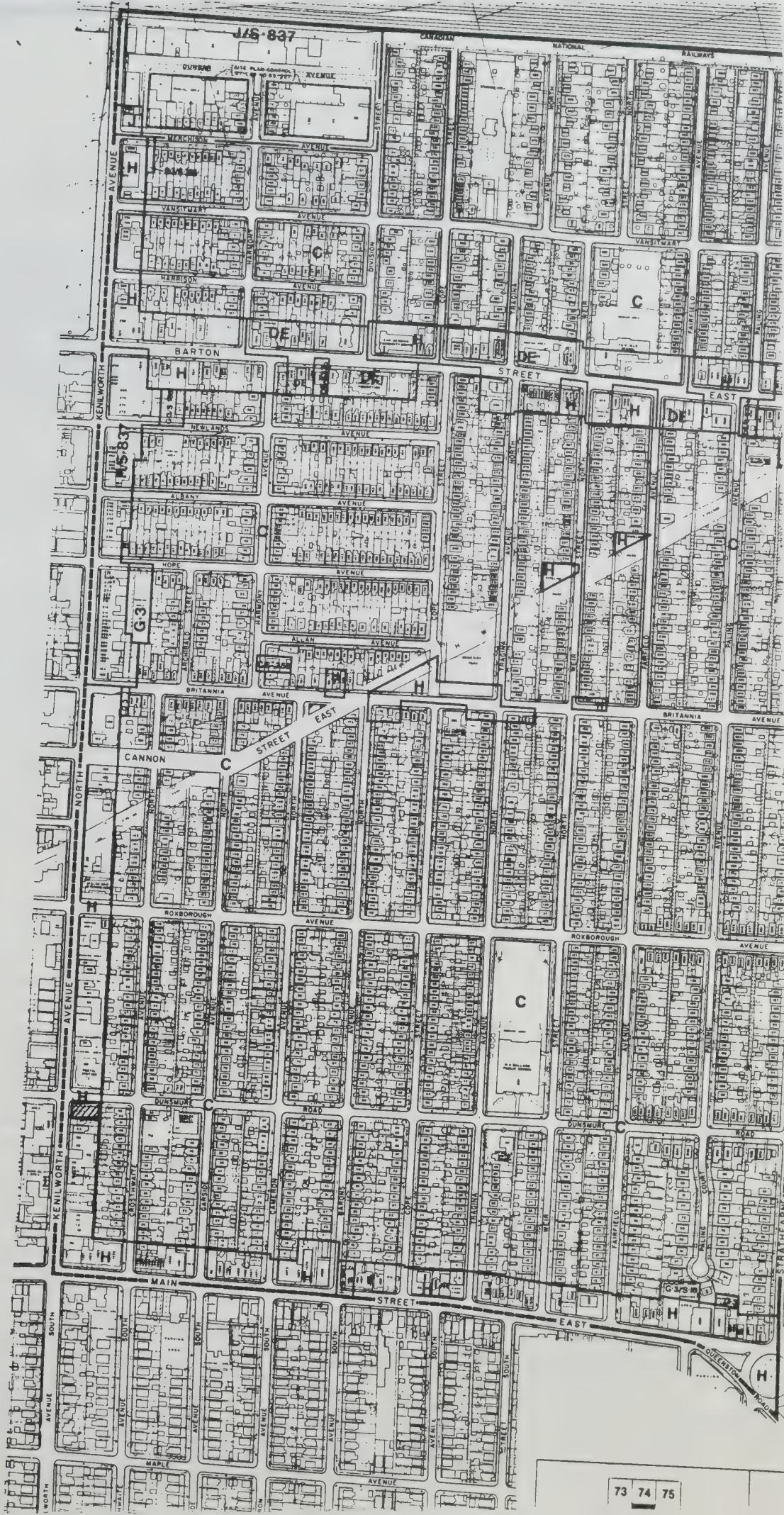


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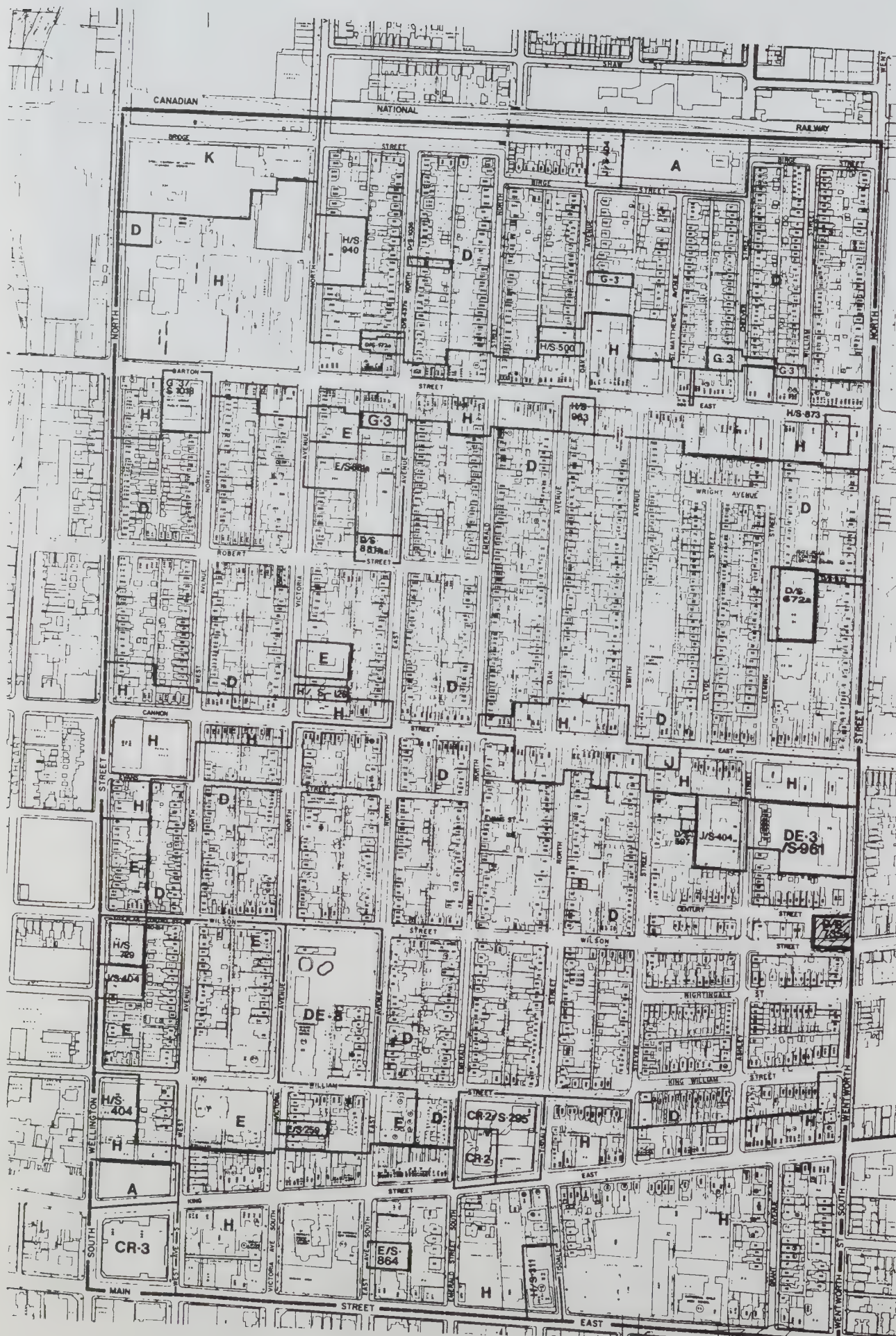


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Item #  
7





6.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 18

**REPORT TO:** Finance and Administration Committee

**FROM:** Street Vendors Ad Hoc Committee (Aldermen D. Drury, D. Agostino,  
B. Charters)

**SUBJECT:** Street Vendors Program

**RECOMMENDATION:**

- (1) That the following proposed list of potential Street Vendors locations be approved:

**In front of Jarvis Square, near Clock Tower, King Street East**  
**north-east corner Ferguson Avenue and King Street East**  
**south-east corner Catharine and King Street East**  
**south-west corner John and King Street East**  
**south-west corner James Street and King Street West (2 vendors)**  
**Stelco Tower (north-side King Street West) (2 vendors)**  
**Standard Life Building (north-side King Street West) (2 vendors)**  
**City hall Forecourt**  
**Courthouse (between Hughson and John Street South) (2 vendors)**  
**Ottawa Street North and Dunsmure (at YWCA) south-east corner**  
**Victoria Avenue North and Barton Street East north-west corner**  
**James Street North and Wilson north-east corner**  
**James Street South and King Street south-east corner (Royal Bank)**  
**Forest Avenue and James Street South south-east corner**  
**Mountain Park Avenue (along the brow behind Henderson Hospital),**

- (2) That the attached Appendix "A" outlining the evaluation criteria which will be used in the request for proposals package be approved,
- (3) That the administration of the Street Vendors Program be assigned to the Streets Division, Department of Public Works,
- (4) That a five (5) member Selection Committee be appointed,
- (5) That the Regional Municipality of Hamilton-Wentworth be requested to consider the issue of Street Vending on Regional road allowances, and
- (6) That By-law 85-66 as amended, be repealed, subject to the five existing street vending permits currently in force which would continue on the same terms and conditions until expiry of the current agreements, and which may be renewed by Council on the terms it direct.



## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The financial benefits cannot be determined until the end of the first year of the new Program. However, it is anticipated that the revenue derived from the bid proposals will offset the costs of the administration of the program. There will be some staffing implications. Until now a Steering Committee, composed of staff from various departments, has overseen the development of the revised Program. A private and confidential report regarding legal implications is included in the Agenda.

## **BACKGROUND:**

At its meeting held 1993 March 30, City Council approved the establishment of an Ad Hoc sub-committee to review the following proposals:

- (i) Review the existing Street Vendors By-law;
- (ii) Establish an Advisory Board to oversee the Street Vendors Program;
- (iii) Increase the number of street vendor locations in the downtown core area;
- (iv) Expand the boundaries of the Street Vendors Program in the downtown core area; and,
- (v) Consider the introduction of the Street Vendors Program into other sections of the City, such as the Westdale Village and Ottawa Street areas.

The Ad Hoc Committee met on a number of occasions in early 1993 and identified a number of potential street vendor locations within the City of Hamilton, including a number of sites within parks. Subsequently, on 1993 August 24 the Parks and Recreation Committee authorized a vendor within Pier-4-Park as a pilot project for a one month period last summer.

On 1993 June 29, City Council amended Street Vendors By-law 85-066 and increased the annual permit fee to \$500. from \$300. In addition, they directed that staff in addressing an expanded Street Vendors Program consider the type of product sold, the design and quality of the stand and the location where the street vending is proposed.

The Ad Hoc Committee, in considering a new program, visualizes adding ambience to the areas where street vending will be permitted, bringing people into these areas, supplementing what already exists and job creation.

In the latter part of 1993, a Street Vendors Steering Committee was established comprised of members from the City Clerks, Public Works, Law, Culture and Recreation, Traffic and Regional Roads Departments. This Committee undertook extensive research into other municipality's Street Vendor Programs in Ontario and, throughout the USA that included but was not limited to: Ottawa, Toronto, St. Catharines, Boston and Philadelphia. While each city has a slightly different approach, common themes of successful programs include:

- vendors are issued specific locations
- types of goods and food sold are restricted

- relationship to adjacent businesses is considered
- vendors pay a fee
- liability insurance is required
- limits placed on number of vendors
- design of carts is regulated

The Steering Committee has incorporated the above criteria into the City of Hamilton's proposed expanded Program. Staff from the Traffic and Engineering Departments have also reviewed each of the recommended sites having regard for public safety (both pedestrian and vehicular). For any Street Vendor locations on Regional roads, all the requirements of the Regional Municipality of Hamilton-Wentworth will be contained in the Agreements the City has with each vendor.

Once Council has approved the Street Vendors locations to be advertised and the criteria which will be used in the selection process, an advertisement will be placed in the Spectator inviting proposals. Those proposals received will then be reviewed by the Streets Division and recommendations forwarded to a Selection Committee.

A Selection Committee composed of three (3) members of City Council and two (2) staff will have to be appointed to review all applications and the bid proposals prior to submission to the Finance and Administration Committee.

In addition to the proposed Street Vendor locations, the Steering Committee plans to incorporate the five (5) existing Street Vendors into the expanded Program, subject to meeting the new criteria, i.e., insurance coverage, fee structure. Because these five have been at their present locations since 1985, compliance with safety, cart design, goods sold, business experience, knowledge of local market and appropriateness of goods is not an issue. The locations of the present vendors, who only sell food products, are:

- south-east corner of Bay at York Street (Copps Coliseum)
- north-east corner of King Street East and Catharine Street
- north side of King Street East, east of James Street
- east side of Bay Street, south of York Street (Copps Coliseum)
- south side of York Street at the entrance to the Farmers Market

Following the first year of the program, these five vendors would then become a part of the new Street Vendors program and would be subject to complying with the criteria and bid proposals. The current agreements which the City has with the existing vendors would be extended so that all agreements, both under the new program and the existing program, would expire at the same time.

The Downtown Action Plan Co-ordinating Committee at its meeting held 1993 December 09 was informed about the City's initiatives to expand the existing Street Vendors Program. Each B.I.A. representative was requested to take the information to their respective Boards and respond back as to their position on the proposal. The response was as follows:



**Westdale Village B.I.A.:**

Advised they do not want street vendors within the area (no location identified).

**Concession Street B.I.A.:**

Advised they do not want street vendors within the area (no location identified).

**Ottawa Street B.I.A.:**

Interested in having street vendors within the area (one location identified).

**International Village B.I.A.:**

Interested in having street vendors within the area (two locations identified).

**Barton Street B.I.A.:**

Interested in having street vendors within the area (one location identified).

**Downtown Hamilton B.I.A.:**

Support the street vendors program but NOT if existing merchants are not given first refusal (5 locations identified).

**Main West Esplanade B.I.A.:**

Due to the restriction in the sidewalk widths this area was not identified for a potential site. This did not pose a problem with the B.I.A.

A separate report dealing with Street Vendors in Parks has already been dealt with by the Parks and Recreation Committee. The vendors under the proposed Parks Program will be required to adhere to the criteria recommended in this report. Revisions to the Parks By-law 89-74 and Licence By-law No. 93-069, respecting Refreshment Vehicles and Transient Vendors may be required.

It is the intent of the Ad Hoc Committee (also referenced in the Parks Program Report) to incorporate the park locations into the advertisement and selection process, as recommended in this report.

The success of the program will be evaluated following the first year of the revised program. If successful, further expansion of the program would be considered and agreements could be approved for longer periods of time, i.e. up to three years.

## Street Vendors Program

## Evaluation of the Proposals

## The Evaluation Criteria

The Request For Proposals outlines the broad specifications for the proposed contract. In general terms, the proposals received will be evaluated against how well they meet the stated specifications. All proposals received in response to the RFP shall be evaluated.

The criteria used for assessing the proposals will be, but not necessarily in the order stated:

- 1) Quality of Proposal
  - completeness of Proposal Form
  - professionalism
  - complies with submission instructions
- 2) The fee for right to sell at site.
- 3) Capacity to perform
  - financial capacity
  - related experience
  - knowledge of local market conditions
  - ability to comply with City Insurance Standards and all licences and permits
  - appropriateness of the goods proposed to be sold in relationship to adjacent businesses or other street vendors
  - proponent's proposal (goods or food to be sold) does not conflict with adjacent businesses within 300 feet.
- 4) Location Standards
  - proponents consideration to public safety, vehicular safety and commercial ambiance of the street
  - creation of a map designating proposed vending location within selected site
- 5) Types of goods sold and suggested prices
- 6) Operational Plan
  - proposed daily service hours



7) **Uniform Cart Designs**

- ability to meet specifications and guidelines for cart designs
- attractive to street
- colourful
- imaginative
- durable
- readily movable by vendor
- food cart complies with all health regulations for products proposed for sale
- photograph and/or conceptual drawing of the cart

In considering the information contained herein bidders should note that, in soliciting a response, the City of Hamilton desires to receive proposals that are imaginative and reflect the skills and ability of the bidder.

7.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** April 14, 1994  
(SS-UPS)

**REPORT TO:** S. K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. G. Pavelka, P.Eng.  
Chief Administrative Officer

Mr. V. J. Abraham, M.C.I.P.  
Director of Local Planning

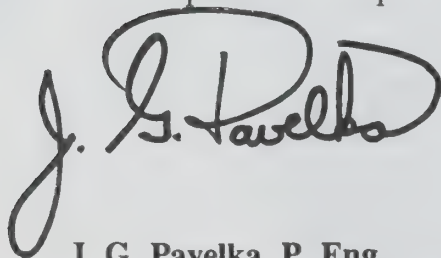
**SUBJECT:** Women's Safety Audit Project

**RECOMMENDATIONS:**

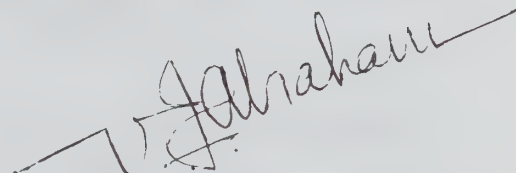
- a) That, as a result of the Women's Safety Audit Project, in lieu of the establishment of a Safe City Committee, the following actions be undertaken:
  - i) Affected municipal departments and agencies be directed to identify outstanding issues of concern, the details of required improvements, potential associated costs, and budget implications, and report on these matters to the Chief Administrative Officer;
  - ii) The Status of Women Sub-Committee be requested to prioritize the relative importance of outstanding improvements required, in order that an implementation schedule and any necessary revisions to budgets may be developed; and,
  - iii) Staff of affected municipal departments and agencies be required to provide a report to the Chief Administrative Officer every six months, concerning the implementation of Safety Audit recommendations, which will be forwarded to the Status of Women Sub-Committee and the Finance and Administration Committee.
- b) That the Hamilton-Wentworth Regional Police be requested to:
  - i) Continue monitoring all domestic related violence and compiling a monthly report for the Ministry of the Solicitor General, by means of the Family Crisis Unit; and,
  - ii) Place greater priority within Neighbourhood Watch Programs on the issue of violence against women.



- c) That the City identify private property owners on whose lands factors of concern were identified in the Safety Audit; and convey these concerns to the owners, requesting their co-operation in improving safety.



**J. G. Pavelka, P. Eng.**  
Chief Administrative Officer



**V. J. Abraham, M.C.I.P.**  
Director of Local Planning

#### ***FINANCIAL/STAFFING/LEGAL IMPLICATIONS:***

Costs associated with outstanding improvements, and implications on budgets, are to be identified and prioritized, and may later be incorporated into Departmental budgets.

#### ***BACKGROUND:***

The Women's Safety Audit was conducted in June, 1992, and consisted of audits of 38 locations within Hamilton, many in the downtown, to evaluate factors of concern for public safety, especially for women, and to recommend improvements. The audit locations included specific sites and entire blocks, many of which include both public and private lands.

Factors of concern identified included physical factors, such as lighting, sightlines, isolation (both by sight and hearing), areas of concealment and entrapment sites. Non-physical factors, such as policies and procedures, were also addressed. Appendix "A" summarizes the main safety issues identified.

The recommendations of the Women's Safety Audit Project were forwarded by the Hamilton Status of Women Sub-Committee to the Finance and Administration Committee on March 25, 1993. The Finance and Administration Committee approved the recommendations, as contained in Appendix "B", and directed that they be forwarded to the Chief Administrative Officer to determine costing implications and procedures for their implementation.

Affected municipal departments and agencies were circulated the recommendations in May, 1993, and were requested to provide comments regarding the implications of the proposed improvements, in terms of actions to be taken, timing, costs, etc. Responses were provided by these departments over a period of several months.

An information report on the status of this review was received by the Finance and Administration Committee at their meeting of April 7, 1994.

#### ***COMMENTS:***

## Status of Audit Recommendations

Of the 134 issues identified, within 38 audit locations, numerous actions have already been undertaken to improve safety, many as a response to the audit. Information on the actions undertaken by various municipal departments for those areas that are under the jurisdiction of the City/Region is contained in Appendix "A", which also outlines additional actions proposed.

There have been ongoing actions by the City that have satisfied a number of concerns. The Parking Authority has improved the layout and lighting in some parking lots audited, which has improved these lots as well as the surrounding areas. In addition, municipal buildings are subject to ongoing property maintenance, for both buildings and the grounds.

It should be noted that in certain areas where safety concerns were identified, the remedies outlined in the Safety Audit are not possible. For example, certain pillars, railings and other such features have been identified as concealment / entrapment areas. However, these fixtures cannot be removed because they are required for structural integrity or for safety reasons. In other locations, such as parking ramps, it has been suggested that improved lighting would increase safety.

As noted, many of the audit locations involve private lands. In this regard, staff of the City could work with these private land owners, to notify them of safety concerns which were identified, and to encourage them to undertake improvements where necessary.

For some of the factors of concern, the identification of solutions, timeframe and costs, and their implementation must yet be done. This is proposed to be done by means of further consultation with departments.

## Safety Initiatives Undertaken by Planning Department

Several policy and design initiatives have recently been undertaken by the Planning and Development Department, which relate to Safety Audit concerns. These include the following:

- The importance of safety concerns has been addressed through Hamilton Official Plan Amendment No. 109, which was adopted on March 3, 1993, and states that:
  - " Council will encourage a Residential Environment of an adequate physical condition... Accordingly, Council will:...
  - xiii) Support residential and neighbourhood development that respects safety concerns.";
- The Residential Underground Parking Study, undertaken by Lynda Morris Management Services Limited, is being carried out primarily to address personal safety concerns within these parking garages. This study, for which a draft report is being finalized, identifies safety concerns and proposed solutions, for safer new underground garages, including design and user/agency actions; and,
- The Urban Design Committee, which is co-ordinated by the Planning Department, has requested that the principles for safe design used in the City of Toronto be adopted for use in Hamilton, particularly in the review of site plans. Further work by staff is required in this regard.



## Police Department Actions

Detailed recommendations were contained in the Audit related to the Police Department. Most of these requested actions are currently being carried out, and some require additional work:

- Statistics are being kept regarding sexual assaults where the attacker is not known to the victim;
- The Family Crisis Unit of the Police is monitoring all domestic violence and compiling a monthly report for the Ministry of the Solicitor General;
- The monitoring and review of all such relevant statistics should be continued;
- The Police Department has made significant changes in the manner that they respond to violence against women, complemented by several new service-wide policies and directives;
- Within Neighbourhood Watch Programs, greater priority should be given to the issue of violence against women, and initiatives in this regard are still being investigated.

## Safe City Committee

The establishment of a Safe City Committee was one of the proposals arising from this process, as noted in Appendix "B". It is noted that the creation of such a committee was not contained in the final report of the Women's Safety Audit Project, but rather was recommended by the Status of Women Committee.

In order for a Safe City Committee to be effective, it should have available the staff time and funds which would be required to set up, administer and maintain it. In Toronto, the equivalent of one and a half full-time staff members are employed in the co-ordination and administration of their Safe City Committee, which meets approximately once a month and consults widely with a range of citizens and other committees. This office, which falls under the jurisdiction of the Toronto Planning Department, has an annual budget of about \$75,000.

Other similar committees exist in a number of Canadian cities, including Ottawa, Vancouver, Calgary and Montreal. Without sufficient staff and funding resources, which are difficult to allocate during present downsizing initiatives, it may not be appropriate to establish such a committee in Hamilton at this time.

In addition, a review of all existing sub-committees and advisory committees within the City is currently underway. The intent is to ensure efficiency, reduce any duplication and ensure that existing staff resources are appropriately allocated. Reductions in the number of sub-committees, or the merging of some, is a possible outcome of this review process. Establishment of a new sub-committee would be contrary to the current initiatives to reduce sub-committees.

The Status of Women Committee could continue to monitor implementation if a monitoring program is to be established. Implementation of the recommendations already falls under the responsibility of various departments and agencies.

For the reasons noted above, it would seem appropriate to not establish a Safe City Committee at this time. Instead, the recommendations of the Safety Audit, and other related actions, could be

implemented and monitored by staff and existing committees. Updates on the status of the Audit improvements could be provided every six months, to ensure continued progress and completion of this process. This monitoring process is to be co-ordinated by the C.A.O.'s Office.

Detail sheets for each of the audit locations will be completed, and referred back to appropriate departments and agencies. This will enable confirmation of actions taken and required, associated costs, budget implications, and provision of any other missing information, in order that priorities and an implementation schedule may be established for outstanding improvements.

### **Other Recommendations**

Some portions of the remaining recommendations arising from the Safety Audit, approved by Committee and Council in March, 1993, which pertain to the Police Department, the Office of the Solicitor General, and other specific agencies, still need to be carried out.

The Office of the Solicitor General should be requested to take certain actions with regard to maintaining statistics on violent crimes against women in Ontario communities; and to establish appropriately stringent sentencing policies and parole supervision for such offenders.

Bell Canada is to be advised of the results of the Safety Audit which address the need for better access to telephones in the event of an emergency.

Affected private landowners should be notified of the safety audit recommendations for their lands, and encouraged to take remedial action.

### **CONCLUSIONS:**

- In summary, many of the recommendations for improved safety arising from the Women's Safety Audit Project have already been carried out;
- Initiatives to improve features such as lighting, signage, and other aspects of physical design have been carried out by a number of municipal departments;
- Other improvements have been investigated and are planned to be carried out, with timeframe and costs identified;
- For some areas of concern, it is still necessary to identify the details of needed improvements, related costs, budget implications, and ensure that these are scheduled;
- The recommendations contained in this report will ensure a mechanism for implementing and monitoring the recommendations of the Safety Audit, to be co-ordinated by the C.A.O.'s Office, without the need to establish a new Safe City Committee for this purpose; and,
- Some of the required improvements are located on private property, rather than public lands. The owners of these lands must be contacted to encourage them to carry them out.



# SUMMARY OF ACTIONS TAKEN

## APPENDIX "A"

ISSUE	PROBLEM	ACTION TAKEN BY MUNICIPAL DEPARTMENTS	ACTION PROPOSED BY MUNICIPAL DEPARTMENTS	COST
Signage	<ul style="list-style-type: none"> <li>poor signage for wheel-chair access</li> <li>signage required to identify pedestrian routes</li> <li>poor signage around parking, lots</li> </ul>		<ul style="list-style-type: none"> <li>better signage both within and on outside of buildings</li> <li>signage to be placed on structures (i.e. MacNab Street tunnel)</li> <li>Parking Authority willing to meet with Status of Women Committee to discuss problem</li> </ul>	\$600  not identified
Lighting	<ul style="list-style-type: none"> <li>poor lighting</li> <li>lights need repairs</li> </ul>	<ul style="list-style-type: none"> <li>timer controlled lights installed in appropriate locations</li> <li>improved lightening (number of lights, intensity,) in some municipal parking lots</li> <li>repairs undertaken, where identified</li> <li>ongoing maintenance of lights undertaken</li> </ul>	<ul style="list-style-type: none"> <li>improve lighting with new fixtures and electrical wiring</li> <li>increase number of lighting fixtures</li> </ul>	Total Cost \$12,500
Sightlines	<ul style="list-style-type: none"> <li>areas of entrapment identified (i.e. stairwells, nooks, pillars)</li> <li>trees, shrubs allow people to hide behind</li> </ul>	<ul style="list-style-type: none"> <li>increased foot patrol by Police</li> <li>trees, shrubs trimmed on regular basis to reduce potential for entrapment</li> </ul>	<ul style="list-style-type: none"> <li>reduce size of concrete wall at bus stop on MacNab Street (King to Main Streets)</li> </ul>	\$8,000

**Appendix "B"****RECOMMENDATIONS APPROVED ON MARCH 25, 1993  
BY FINANCE AND ADMINISTRATION COMMITTEE****RECOMMENDATION:**

- a) That, as a result of the Safety Audit conducted by the Hamilton Status of Women Sub-Committee in co-operation with Pal-Tech Engineering Inc. in 1992 July the results of the completed Safety Audit Checklists be referred to the appropriate City Departments for review and action.
- b) That a Safe City Committee, consisting of representatives from City Council; City Departments; women's groups, including representation from the Hamilton Status of Women Sub-Committee, and citizens concerned about women's safety in our City be established to:
  - i) follow and monitor the recommendations contained in the Safety Audit Report; and,
  - ii) develop further policy aimed at the prevention of violence against women.
- c) That, as a result of the findings and comments received during the Safety Audit Project, the Hamilton-Wentworth Regional Police Department be requested to:
  - i) maintain neighbourhood crime records with separate categories for the total overall assaults against women and the total sexual assaults or offenses against women, noting the location and specific information related to these assaults;
  - ii) respond promptly, efficiently, and in a responsible manner to threats or reports of potentially dangerous circumstances;
  - iii) assign an appropriate high priority to reported incidents of assault against women; and,
  - iv) place a greater priority on Neighbourhood Watch Programs to the issue of violence against women.
- d) That the Office of the Solicitor General be requested to:
  - i) maintain Crime statistics for Ontario communities based on the total overall assaults against women and the total sexual assaults and offenses against women;
  - ii) establish appropriately stringent sentencing policies and strict parole supervision for men who have committed violent acts against women.
- e) That Bell Canada be advised of the results of the Safety Audit Checklists which address the need for better access to telephones in the event of an emergency.





**CITY OF HAMILTON**

**- RECOMMENDATION -**

8.

**DATE:** 1994 April 14

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

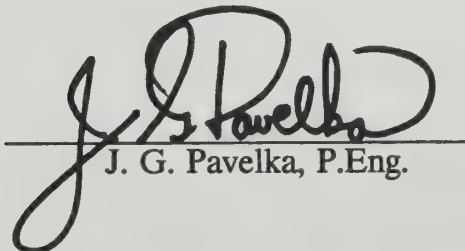
**FROM:** J. G. Pavelka, P.Eng.,  
Chief Administrative Officer

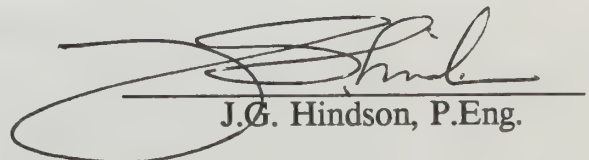
Mr. J. G. Hindson, P.Eng.,  
Director of Information Systems

**SUBJECT:** Operational Review of Information Systems Department  
(CAO 94-101)

**RECOMMENDATION:**

- a) That the draft Terms of Reference for the Operational Review of the Information Systems Department be received and forwarded to the Study Steering Committee.
- b) That the draft Terms of Reference be forwarded via Regional Council to the Administrative Services Committee for their information.
- c) That the Manager of Purchasing be authorized to issue a Request for Proposals to Consulting firms for the Operations Review after the Steering Committee has approved of the Terms of Reference for the Study.
- d) That the estimated cost of the Operations Review (\$100,000) be shared equally between the City of Hamilton and the Region of Hamilton-Wentworth.
- e) That the City's share of \$50,000 be financed from Account CH 56926-24010 (Comprehensive Audit).

  
J. G. Pavelka, P.Eng.

  
J.G. Hindson, P.Eng.



## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The cost of the Study to the City will be a one-time cost of \$50,000

## **BACKGROUND:**

City Council at its meeting of 1993 November 30th approved the 22nd report of the Finance & Administration Committee accepting the Region's request for a joint Comprehensive Audit of the Information Systems Department.

Regional Council on 1994 February 1 approved recommendations from the Administrative Services Committee that received City Council's resolution and further directed *"that the Regional and City Chief Administrative Officers prepare a Terms of Reference for a Request for Proposal, and report back to the Administrative Services Committee"*

A Request for Proposals (RFP) for an Operational Review of the Information Systems Department has been prepared by the Director of Information Systems under the direction of the City and Region CAOs. The Scope and Objectives, on pages 5 and 6 of the Operational Review RFP, are to address the issues relative to the cost effectiveness, cost management, priority-setting, outsourcing alternatives and other management and technical issues relative to the Information Systems Department.

The Study proposal includes cost comparisons (benchmarks) with providers of similar services in the public and private sector with an emphasis on improvement suggestions, hence the name has been changed to an "Operations Review".

Based on this revised focus and information from contacts in the industry and specialists that "benchmarking" information technology activities, the Study Cost estimate has been reduced to \$100,000 to be shared equally between the City and the Region.

c.c. Mr. W. M. Carson, Chief Administrative Officer

**REGION OF HAMILTON-WENTWORTH and  
THE CORPORATION OF THE CITY OF HAMILTON**

**REQUEST FOR PROPOSALS: To conduct an Operational Review of the Information Systems Department**

APRIL \_\_, 1994

**TABLE OF CONTENTS**

	<u>PAGE#</u>
<b>SECTION 1</b>	
<b>General Information</b>	
A.    Proposal Deadline	1
B.    Late Proposals	1
C.    Background	1
D.    Purpose of this RFP	4
E.    Invited Consultant's & Eligibility	5
F.    Project Scope	5
G.    Contact List	9
<b>SECTION 2</b>	
<b>Proposal Evaluation</b>	
A.    Evaluation Criteria	10
<b>SECTION 3</b>	
<b>Consultant Proposal Details</b>	
A.    General	11
B.    Proposal Format	11
C.    Schedule	13
D.    Costs and Liabilities	13
E.    Contract	13
F.    Cost Submission Forms	13
G.    Non-Assignment	13
H.    Treatment of Information	14
I.    Patent Rights and Infringements	14
J.    Safety	14
K.    Completion of Proposal	14
L.    Non-Compliance	14
M.    Review of Proposals	14
N.    Responsibility for Interpretation	15
O.    Non-Waiver	15
P.    Prices	15
Q.    Rejection of Proposals	15
R.    Withdrawal	15
<b>SECTION 4</b>	
<b>Cost Submission Forms</b>	16

**APPENDICES**

Appendix A	Information Systems Overview
Appendix B	Current Equipment Configuration (Hardware and Software)
Appendix C	Invited Bidder's List



**GENERAL INFORMATION****A. PROPOSAL DEADLINE**

Four sealed copies of your proposal are to be received by:

Mr. J. J. Schatz  
City Clerk  
The Corporation of the City of Hamilton  
Clerk's Department  
71 Main Street West, 2nd Floor  
Hamilton, Ontario  
L8N 3T4

by 11:00 AM (EDST) on \_\_\_\_\_

Proposals should be in a sealed envelope and clearly marked:

**PROPOSAL FOR THE OPERATIONAL REVIEW OF  
THE INFORMATION SYSTEMS DEPARTMENT**

"Proposal" shall mean the supplier's proposal, returned Request for Proposal(RFP) and any addenda, duly completed in accordance with all requirements and instructions herein.

**B. LATE PROPOSALS**

Responsibility for delivery and deposit of completed proposals rests solely with the Consultant and the City is not responsible for any loss or delay in respect of delivery of the proposals. Proposals received after the date and time specified will not be considered and will be returned, unopened. Facsimile responses will not be accepted.

**C. BACKGROUND**

For the purposes of this RFP, the City of Hamilton and the Region of Hamilton-Wentworth shall be referred to as the "Municipal Corporations" and the City of Hamilton, as the client for contractual purposes shall be referred to as the "Client"

**1) Services Provided by the Region and City**

There are six Area municipalities within the Region:

<u>Area Municipality (by population)<sup>1</sup></u>	<u>Population</u>
City of Hamilton	316,897
City of Stoney Creek	49,204
Town of Flamborough	29,281
Town of Ancaster	22,107
Town of Dundas	21,632
Township of Glanbrook	9,691
Region of Hamilton-Wentworth	448,812

<sup>1</sup>. 1993 Municipal Directory, pages 8-9.

Exhibit 1-A

# Region of Hamilton-Wentworth

## Senior Management Team

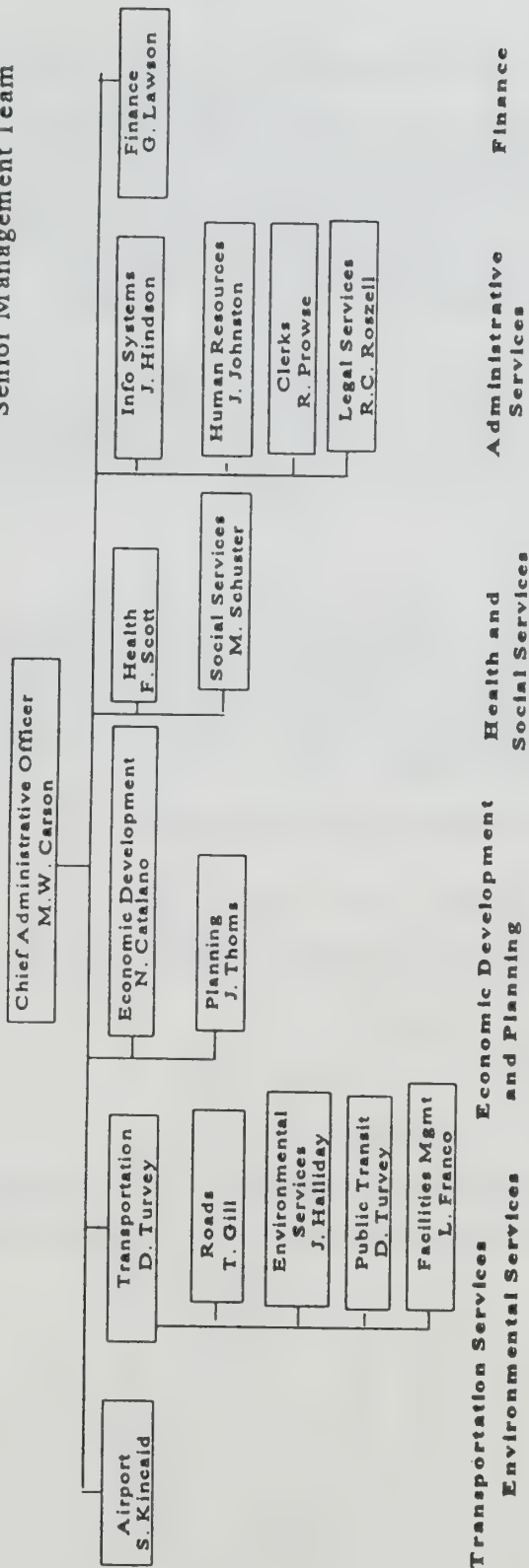
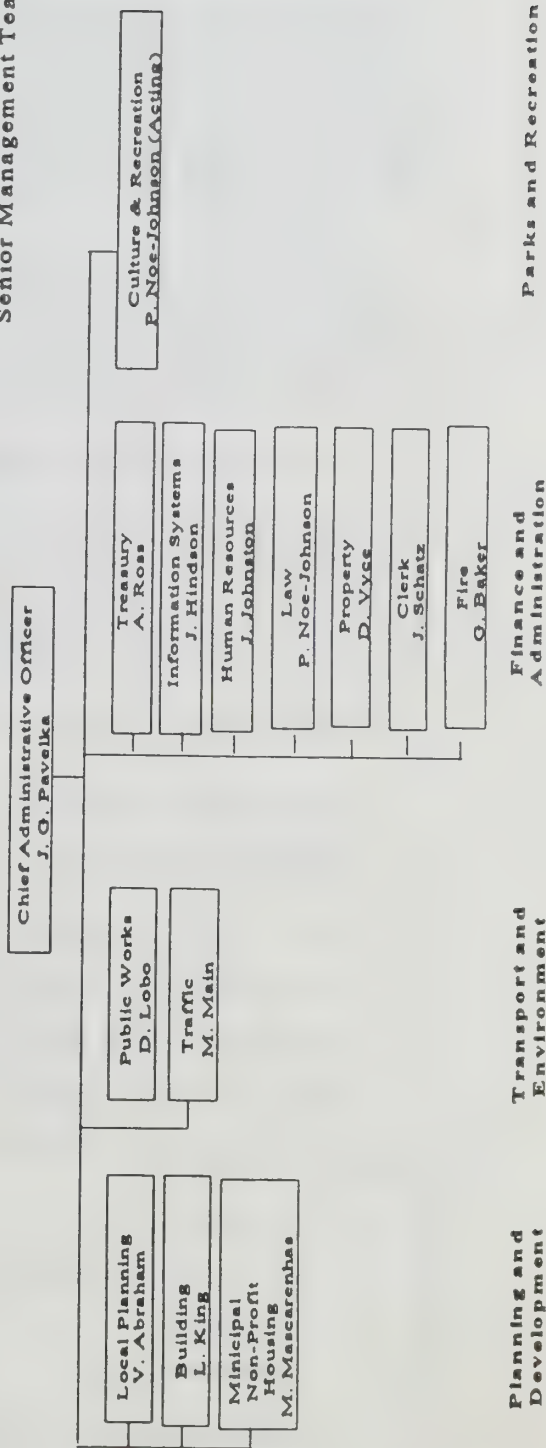


Exhibit 1-B

# City of Hamilton

## Senior Management Team





*Exhibit 1-A*, indicates the organization structure for the Region's senior management team. In 1993 the total Regional operating budget was \$559 million and the capital budget was \$160 million. The Region provides services at the upper tier level including Planning, Social Services, Health, Engineering, Transit, Economic Development, and Policing services via the Police Services Board. The Region's main administrative offices are located in downtown Hamilton at 119 King Street West in the Ellen Fairclough Building. However departments also operate in many other locations across the Region. The Region employs 4,000 full time permanent staff. This complement is supplemented with both contract staff and part-time summer students.

The City of Hamilton senior management organization structure is indicated in *Exhibit 1-B*. The City provides a range of local municipal services through its various departments such as Fire, Public Works, Culture and Recreation along with separate boards for the Library and HECFI<sup>2</sup>. The City's 1993 operating budget was \$165.6 million and capital budget was \$28.6 million. The City employs 3,000 full time permanent staff which is also supplemented with contract staff and summer students.

## 2) The Information Systems Department

The Region and the City have a number of Departments that provide services to both Municipalities. The Region administers the Human Resources, Transportation, Engineering, Planning and Economic Development functions and the City administers the Public Works (local Roads) and Information Systems functions. These services are internally contracted to and from the Region and the City. The shared Information Systems Department of the Region and the City was formed in October of 1987.

The Information Systems Department's major responsibilities in providing information technology services are to:

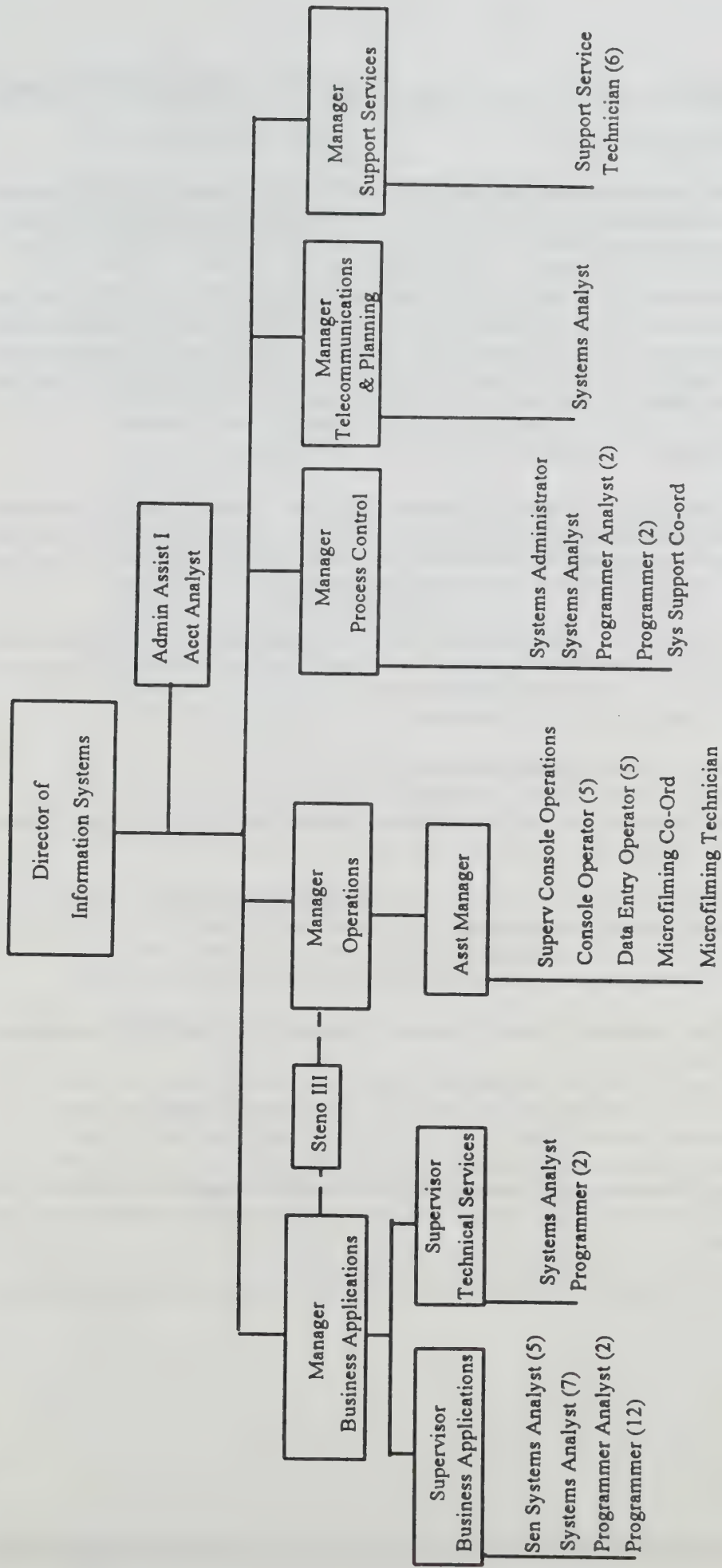
- develop, implement, maintain and provide technical support for major Corporate systems.
- consult and provide technical advice to departments evaluating the implementation of major departmental systems.
- acquire, support and maintain all IT hardware and software.
- train and support all microcomputer clients.
- design, implement and support all networks for voice, data, image and video.
- develop and implement Region and City corporate-wide standards for information technology.

The Information Systems Department is organized into the four sections related to these responsibilities highlighted, in *Exhibit 2*:

- Business Systems
- Process Control Systems
- Operations
- Support Services.
- Telecommunications and Planning

---

<sup>2</sup>. HECFI (Hamilton Entertainment and Convention Facilities Inc.) operates Copps Coliseum, Hamilton Place (performing arts theatre) and the Hamilton Convention Centre.



Business Applications Systems	Operations	Process Control	Telecomm & Planning	Support Services
----------------------------------	------------	-----------------	------------------------	---------------------

# Information Systems 1993



### 3) Current Information Technology (I/T)

The Information Systems Department has developed a three-tiered hardware architecture based on mainframe/service bureau processing, minicomputers and microcomputers to support the Municipal Corporations' information processing needs (*see Appendix B*).

The computer network hardware is being migrated to a single ethernet backbone so that any client with the appropriate security clearance can attach quickly and easily to any computing resource in the Region or the City. The Information Systems Department is currently supporting 887 PCs with 506 PCs and 122 terminals having access to the mainframe host. Approximately 100 currently have access to the mainframe host (or other host computers) via the ethernet network.

#### Mainframe and Service Bureau

An IBM mainframe processor supports a variety of systems. The major systems include the corporate financial and human resource systems (Dunn & Bradstreet) for all client departments, plus property tax billing for the City, the Social Services and Metered Water systems for the Region, the Library Circulation Control System, and the current users of PROFS office automation software.

Dialup connections are provided to the CIBC and Bank of Montreal banking services for Payroll and bank reconciliation functions. Dial in connections are provided for department operations in remote locations.

#### Minicomputers

Minicomputers have four roles in the corporate network:

- special purpose departmental platforms (e.g., Transit's Teleride system bus tracking, Inventory systems);
- downsizing corporate systems to run on more cost effective platforms (e.g., electronic mail, calendaring, Library circulation control system);
- process control (e.g., water treatment, data communications protocol conversion); and;
- PC servers using DEC Pathworks to serve PC software (Windows, word processing, spreadsheet) and store PC data files.

#### Microcomputers and Networks

The Information Systems Department has encouraged the Municipal Corporations' clients to use microcomputers for office automation. WordPerfect and Lotus are the corporate standards for word processing and spreadsheets.

The Department currently supports 887 PCs of which 506 are connected to the coaxial (existing) or the Ethernet (standard) network.

#### 4) Operational Review Issues

The Municipal Corporations have been experiencing the impacts of reduced Provincial transfer payments, the Provincial expenditure control program and the social contract, as well as the financial impacts of the recession. The Municipal Corporations have been aggressively studying new ways of providing services that will allow them to increase or maintain services with reduced resources. Over the last three years a number of events have occurred that have resulted in the decision to consider an operational review of the Information Systems Department. The most significant issues include:

- a) The Municipal Corporations have had relatively flat/reduced operating budgets over the last three years. This budgetary restraint has resulted in downsizing in all departments (including Information Systems). However, there has been a significant increase in the use of information technology and requests for additional services in this period which has resulted in workload increases for the Information Systems Department.
- b) The Municipal Corporations completed a number of continuous improvement (process reengineering) projects over the last three years, most of which have resulted in the request for more Information Systems Department assistance in providing broader access to existing computer applications and/or the installation of additional systems and technology.
- c) The Region conducted a comprehensive audit of the Finance Department which was completed in 1993. In this review several issues were identified with respect to information technology and the relationships with the Information Systems Department. (Coopers & Lybrand)
- d) Some departments believe they can perform their own information processing and receive a higher level of service at reduced cost by outsourcing. Although a consultant's report done in 1993 supported this belief, the Information Systems Department does not view the data and the observations in the consultant's report as forming an accurate or objective basis for proceeding with outsourcing additional activities.
- e) The Municipal Corporations' business plans are evolving as they move to respond to rapidly changing economic and business conditions. This makes it challenging to have an information technology plan that is always complimentary to the "business plan".

#### D. PURPOSE OF THIS RFP

This RFP for the Operational Review of the Information Systems Department is intended to address the issues as outlined above in Section C-4). The Review should determine the efficiency of the various services provided, as well as the effectiveness of the processes and staff relative to other comparable organizations in the public and private sector. The Review should also identify specific opportunities and action plans that the Information Systems Department and/or clients could follow to reduce costs and improve service. Section F provides the detail on the project scope.

This RFP and Proposals submitted will be used as a basis for final selection of a Consultant. These may not be the only criteria used.



**E. INVITED CONSULTANTS AND ELIGIBILITY**

Invited suppliers shall have demonstrated relevant consulting or work experience for more than three years in working with shared services mainframe operations, minicomputers and micro-based local area networks. The successful consulting firm will have completed several operational reviews in the public sector; plus have extensive cost benchmarking data on both comparable sized public and private sector organizations. Consultant qualifications will be confirmed during the evaluation of each proposal submitted.

The firm shall not have, or have had, during the preceding year, any direct or indirect interest in any contract with the Regional or City Corporation or any local Board, or any employment with any of them other than for services within their professional capacity.

The current Regional and City Auditing firms and affiliated Consulting divisions are excused from responding. *(See Appendix C for List of Invited Consultants)*

**F. PROJECT SCOPE**

This Section outlines the key project management factors that will apply to the consulting team who is selected to complete the Operational Review of Information Systems Department. The key factors include:

- 1) Scope and objectives
- 2) Skills required
- 3) Approach and methodology
- 4) Deliverables
- 5) Project schedule
- 6) Project management
- 7) Project costs

**1) Scope and Objectives**

The project has two major phases:

- a) Operational Review and;
- b) Cost Benchmarking.

Within these two phases the specific issues to be reviewed and evaluated are described below.

**a) Operational Review**

- i) **Strategic Planning Process** - Evaluate how well Information Technology (IT) planning reflects the business plans of the Municipal Corporations.
- ii) **Priority Setting** - Assess the effectiveness of the corporate (Region and City) systems application priority-setting mechanisms.
- iii) **Systems Development Processes** - Assess the effectiveness of the processes used to manage Client department requests from initiation through to delivery.
- iv) **Hardware** - Evaluate the suitability and flexibility of the existing types of computer platforms (architectures) in meeting the current needs of the Municipal Corporations.

- v) **Computer Architectures / Standards** - Evaluate how well the types of computer architectures and standards currently supported and advocated by Information Systems represents a basis for supporting the Municipal Corporations' future needs and requirements for Information Technology (IT) applications.
- vi) **I.S. Resource Levels** - Evaluate the ability of current Information Systems resources (both quantity and quality) to meet the current published automation plans of the Region and the City.
- vii) **External Role Clarity** - Assess the quality and clarity of reporting and accountability relationships with clients, Committees and Council.
- viii) **Internal Department Role Clarity and Management Processes** - Evaluate the effectiveness and quality of internal roles and relationships, department organization structure, management planning and control processes.
- ix) **Performance/Cost Management** - Evaluate the present performance and cost measurement systems with respect to appropriateness, content, timeliness and accuracy in motivating and developing staff.
- x) **Goals and Objectives** - Evaluate the appropriateness of the department's and staffs' goals and objectives, and how performance is measured and quantified against these targets in light of client expectations, the Corporation's plans, culture and trends in the industry.
- xi) **Staff Utilization** - Assess how effectively and efficiently the Information Systems Department staff are currently used.
- xii) **Improvement Suggestions** - Based on the outcome of this analysis, identify improvement suggestions that will reduce costs and/or improve services for the Region and/or City clients (e.g., changes to processes, policies, structures, standards, etc.)

**b) Cost Benchmarking**

- i) **Outsourcing & Public/Private Sector Cost Comparison** - Evaluate how the current costs of services provided by the Information Systems Department compares to other public and private sectors and "outsourcing" alternatives.
- ii) **Improvement Suggestions** - Based on the outcome of cost comparisons with others (benchmarking), identify improvement suggestions that will reduce costs and /or improve service to the Region and City clients (e.g., changes to processes, equipment, technology, tools, consideration of outsourcing, etc.).

**2) Skills Required**

The successful consulting firm(s) and consultants selected are expected to have the following capabilities and skills:

- municipal government or public sector experience
- cost benchmarking



- a comprehensive and current cost benchmarking data base<sup>3</sup>
- experience conducting operational reviews
- experience with shared-services data centres
- excellent verbal and written communication skills

The successful consulting firm will be responsible for providing the final deliverables in camera-ready form for printing and duplicating by our internal print facility.

### 3) Approach and Methodology

There are no preconceived ideas on how the Operational Review should be completed other than a proven approach to cost benchmarking is required to be included in the work plan. The experience and recommendations of the consultant are solicited in order to develop the most effective approach for completing this review.

The successful consulting firm shall provide experienced resources to conduct the review, and prepare and revise the various deliverables for this project.

The consultant should particularly note in the RFP any use of:

- workshops and their meeting design (e.g., interest group, number of participants, etc.)
- proprietary methodologies
- automated tools and if proprietary, their availability for the client's use

The consultant should also identify any proposed interactions with the Study Steering Committee, senior management, and the Information Systems Department management and staff.

### 4) Deliverables

There are two key deliverables that the consulting team will be responsible for delivering upon completion of the Information Systems Operational Review:

1. a comprehensive report covering the assessment and suggestions for improvement for the issues raised above under F.1.a) (Operational Review).
2. a substantive cost comparison of the current costs of service relative to other comparable private and public sector organizations, plus the capital and operating costs implications associated with outsourcing some or all of the processing elements that are currently done internally (see F.1.b) above). (Benchmarking)

---

<sup>3</sup>. **Note to Bidders:** It is expected that some firms may be able to do the Operational Review, but may not have the cost benchmarking data-base. Joint bids are welcome from consulting firms that specialize in one of the two areas of study - operational review or cost benchmarking. It is suggested that firms interested in a joint proposal should contact other suppliers on the invited suppliers list (*see Appendix C*).

In the description of the approach and methodology, the consultant should describe if and how any assistance from Information Systems Department staff would be required to complete any data gathering or analysis.

#### 5) Project Schedule

Once the Municipal Corporations have had an opportunity to review the proposals, the Selection Committee will develop a short list of firms who will be invited to discuss their proposal in detail.

The key events leading up to the start of this project include:

- Issue RFP to bidders 1994 \_\_\_\_\_
- A bidders briefing meeting \_\_\_\_\_ (plus 2 weeks)
- Bidders submit proposals \_\_\_\_\_ (plus 3 weeks)
- Announce the successful firm \_\_\_\_\_ (plus 4 weeks)

The key events in the completion of this project include:

- Commence project \_\_\_\_\_ (plus 1 week)
- Submit draft Report for review \_\_\_\_\_ (plus 12 weeks)
- Submit revised Report \_\_\_\_\_ (plus 3 weeks)

Once the project is started, it should be completed within four months and a final Report ready for Region and City Councils by 1994 September.

#### 6) Project Management

The consultant will report to a Steering committee on (approximately) a monthly basis, and more frequently if required (e.g., finalizing the Report).

In addition, the Consultant shall submit monthly progress reports in the following format:

- activities completed / time spent in the last month / time spent project to date
- activities scheduled / time budgeted in the next month
- schedule issues
- budget issues
- scope/quality issues
- actions required

Invoices will be paid on a monthly basis based on the quality of the project reporting and the progress to date.

#### 7) Project Cost

The Municipal Corporations have allocated up to \$100,000 for the Operational Review and have the general expectation that approximately 50% of the effort and cost would be focused on the Operational Review aspects and 50% on the Cost Comparison (benchmarking) activity aspects of the information technology function.



**G. CONTACTS**

All communications regarding this RFP, relative to the content of this request for proposal should be referred to :

**Mr. Jim Hindson, Director of Information Systems**  
119 King St West, 15th floor  
P.O. Box 2400  
L8N 4E2  
Hamilton, Ontario  
L8N 3T4  
Tel: 905-546-4562     Fax: 905-546-2573

All communications with The Corporation of the City of Hamilton relative to submission procedures should be referred to:

**Mr. J. J. Schatz**  
City Clerk  
The Corporation of The City of Hamilton  
Clerk's Department  
71 Main Street West, 2nd Floor  
Hamilton, Ontario  
L8N 3T4  
Tel: 905-546-2727     Fax: 905-546-2095 and/or;

**Mr. T. Bradley**  
Manager of Purchasing  
The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4  
Tel: 905-546-2799     Fax: 905-546-2673

**PROPOSAL EVALUATION**

The Municipal Corporations wish to identify and select the Consultant whose proposal can satisfy the requirements of this RFP in a satisfactory manner.

**A. EVALUATION CRITERIA**

The Selection Committee will evaluate each proposal and select two to three consulting firms for a short list for detailed review based on the following criteria:

- relevant consulting skills of the consultants offered and their references,
- approach, methodology and work plan suggested
- sensitivity to the needs of both the Region and the City
- quality of the proposal to meet our needs
- cost and timing of the estimated work program

Each short-listed firm will be invited to give a proposal presentation to, and be interviewed by the Selection Committee.

The lowest proposal may not necessarily be accepted. The Region and City reserve the right to reject all proposals, or to ask for additional information from any of the suppliers.



**A. CONSULTANT PROPOSAL DETAILS**

The Consultant's Proposal, when completed by the consultant, shall comprise part of the basis for the evaluation of all proposals for the supply of consulting services.

**B. PROPOSAL FORMAT**

Each Proposal should follow the following format:

**1) Covering letter, Cover Sheet and authorized signature(s).**

The Cover Sheet should appear as follows:

\_\_\_\_\_  
NAME OF Consultant

\_\_\_\_\_  
ADDRESS OF Consultant

by

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (Please Print)

Telephone No

Fax No

DATE OF PROPOSAL \_\_\_\_\_ 1994.

**2) Bidder Qualification and Supporting Documentation**

This RFP invites proposals for the supply of systems consulting services. In responding to this RFP, consultants should feel free to supply their choice of consulting staff and work program.

Consultants shall have at least three years consulting experience with operational reviews and / or cost benchmarking.

Each consultant mentioned in the proposal must have relevant consulting or work experience with three separate public or private sector organizations that will be provided as references.

Upon request, consultants shall be prepared to supply actual copies of extracts of sample reports created by the proposed consultants. This material may be disguised to avoid disclosing confidential client information.

- a) - Consulting Skills: Identify individual consultants who have worked on similar projects as the skills required by this project (*see Section 1 F. 2 Skills Required*). For each consultant proposed, identify the following:

- . role in the project
- . brief descriptions of up to three relevant previous project engagements.
- . client references for the three projects described
- . years of consulting and work experience
- . education and professional qualifications
- . per diem rate and range of days available to work on the project.

Please limit the description of each consultant proposed to a maximum of 1 to 2 pages

- b) - Approach and Work Plan: Identify the key elements of your approach and methodology that you would use in this assignment. The Work Plan should detail the specific tasks, who will be involved from your firm(s), and what involvement will be required from either the Region or the City. Where the Client is expected to assist the consultants, estimate our time requirements.
- c) - Budget and Schedule Estimates: provide a detailed budget analysis of fees and expenses for this assignment that shows consulting days by consultant for each task in the work plan.

Identify the key milestones in the completion of the project.

- d) - Contract Compliance - The Client will require a contract to be signed with your firm(s) should you be selected to complete this project.

### 3) Proposal Authorization

The Proposal shall be signed signifying the full understanding of the RFP and responsibilities pertaining to it. Proposals not consistent with instructions for signing authorities listed below will be rejected.

Refer to the checklist below to ensure all conditions are met with regard to your organization's proposal submission:

#### i) Execution By Corporations:

- Signatures of the authorized signing officers affixed with the name and position of each signing officer printed beneath each signature.
- The words "I/we have the authority to bind the Corporation" printed or typed beneath the signatures.
- The signatures of the authorized signing officers are witnessed. The witness(es) must not be a party to the contract.

The name and address of each witness is printed beneath each witness' signature.

- A certified copy of the Corporation's signing by-law provided with your proposal.



**ii) Execution By Individuals**

- Signature of individual(s) with a red legal seal affixed to the right of each signature.
- Signature of each individual is witnessed. The witness(es) must not be a party to the contract.
- The name and address of each witness is printed beneath each witness' signature.

**4) Proposal Outline**

In detailing the response to the requirements, please use the same numbering scheme as the RFP.

**C. SCHEDULE**

Issue Request for Proposal  
Proposal Deadline

1994 \_\_\_\_\_  
1994 \_\_\_\_\_

**D. COSTS AND LIABILITIES**

All supplier work related to this RFP, materials supplied by the Consultant, and any presentations will be without cost to The Client. The Client reserves the right to select or reject any or all proposals and not be rendered liable for any costs or damages.

All submitted proposals will be considered binding for 180 days from the date of submission. The Proposal will form part of any subsequent contract which is to be fully satisfactory to the Client's Solicitors.

The proposal and supporting material will become the property of the Client. This Proposal plus information disclosed during the RFP process, will be used for evaluation only and will otherwise be treated as proprietary.

**E. CONTRACT**

It is understood and agreed that the Consultant shall enter into a Contract with the Client, which Contract shall be in a form satisfactory to the Client and, without limiting the generality of the foregoing shall include the Request for Proposals and all exhibits, and the Consultant's Proposal together with written questions and responses between the Client and the Consultant.

**F. COST SUBMISSION FORMS**

Complete the cost submission forms in *Section 4* according to instructions given. Please make additional copies if needed. Clearly describe each cost component in **Canadian dollars**.

**G. NON-ASSIGNMENT**

Neither this proposal nor any work to be performed under this proposal or any part thereof may be assigned by the consultant without the prior written consent of the Client. Such written consent shall under no circumstances relieve the consultant of his liability and obligations under this RFP, and shall be within the sole and unfettered discretion of the Client.

**H. TREATMENT OF INFORMATION**

All requirements, designs, documentation, plans and information obtained by the consultant in connection with this RFP are the property of the Municipal Corporations and must be treated as confidential and not used for any other purpose other than replying to this RFP and the fulfilment of any subsequent contract, if awarded.

**I. PATENT RIGHTS AND INFRINGEMENTS**

The successful consultant shall be subject to the following clause:

"If any action is brought against the Client (namely The Corporation of the City of Hamilton or its assignee) based on a claim that the Customer's use of any product used during the course of the Study infringes a patent or copyright, the supplier shall defend such action at its expense and pay the cost and damages awarded in any such action and all prior claims relating to such action. In the event that an injunction shall have been obtained against the Customer's use of a proprietary product because of patent or copyright infringement, or, if such product is likely to become the subject of a claim of infringement, the supplier shall replace the same, to the satisfaction of the Client, so that it becomes non-infringing, or grant the customer credit for such product, accept its return and pay all costs of such replacement or return".

**J. SAFETY**

The Occupational Health and Safety Act, R.S.O. 1980, Chapter 321, and Regulations thereunder, as may be amended from time to time, shall govern the operation of these projects. Responsibility for compliance with the Act and Regulations rests exclusively with the contractor and may be subject to the scrutiny of the Client.

**K. COMPLETION OF PROPOSAL/SPECIFICATION FORMS**

The Consultant shall respond to each section, sub-section or detail of this specification as indicated and shall sign the pages of this RFP and its specifications where noted. Failure to complete the specification in its entirety may result in the proposal being rejected from further consideration.

The submission of a completed specification including use of all sections and completion of all questions, will be construed as a formal proposal. More than one option may be quoted, provided that each option uses one set of cost submission forms. Additional forms representing complete copies of *Section 4* may be used.

**L. NON-COMPLIANCE**

Proposals that do not comply shall not be considered.

**M. REVIEW OF PROPOSALS**

- 1) At the close of the proposal call, all proposals shall be examined.
- 2) The Client shall be entitled to clarify any aspect of any proposal with any consultant at any time. Without limiting the generality of the foregoing, the Client may seek clarification with one or more consultants at any time.
- 3) Clarifications sought with any consultant shall not oblige the Client to enter into a Contract with such consultant.
- 4) Pursuant to the above, all clarifications shall be in writing in a form satisfactory for inclusion in the Contract and satisfactory to the Client.



- 5) The Consultant recommended may be required to meet with officials of the Client within 30 days of submission of the RFP to explain details of the consultant's proposal. Such a meeting will take place in Hamilton and transportation to and from the meeting for the Consultant's representatives shall be at the expense of the Consultant.
- 6) Creative responses by consultants are encouraged. However, the Selection Committee reserves the right to reject any responses which are clearly not viable regarding the experience of the consultants or for any other reason.

#### **N. RESPONSIBILITY FOR INTERPRETATION**

The Client will accept no responsibility for any misinterpretations of this document or its specifications. Requests for clarifications or explanations or further pertinent information must be made, in writing, to the Client as previously mentioned in the "Contacts" section (1.G.). For convenience, requests for explanations may be made via fax. Responses to such requests may, depending on the nature of the request, may be communicated via fax or mail to all recipients of this RFP. Requests for explanations received prior to 5:00 PM EDST on Tuesdays will be responded to (depending on urgency) via fax or mail and every effort will be made to respond by the Friday in the week that such requests are received. Responses to requests received after 5:00 PM EDST on Tuesdays will be made by the Friday of the following week.

#### **O. NON-WAIVER**

No condoning, excusing or overlooking by the Client of any default, breach or non-observance by the consultant at any time in respect of any provision herein contained shall operate as a waiver of the Client's right hereunder in respect of any continuing or subsequent default, breach of non-observance or so as to defeat or affect in any way the rights of the Client herein in respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Client save only by express waiver in writing. The doing of anything by the Client required by this agreement to be done by the consultant shall not relieve the consultant of the continuing obligation to do that thing.

#### **P. PRICES**

Prices shall be quoted in Canadian Dollars on the "Cost Submission Forms" (Section 4). The prices quoted shall be complete as herein specified. All other charges including Ontario Provincial Sales Tax (PST) and the Goods and Services Tax (GST), shall be included in the proposal prices, where applicable. The GST and PST are to be specified separately for each part as indicated on the Cost Submission Forms.

#### **Q. REJECTION OF PROPOSALS**

The Client reserves the right to reject any, or any part of, or all Proposals and also reserves the right to award a contract to other than the consultant submitting the lowest total acquisition cost. "Total acquisition cost" shall mean the most cost efficient and effective manner and shall be the sum of all costs, including purchase price, all taxes, Canadian Content (if applicable), warranty, life cycle cost, operating and disposal costs, incurred for determining the lowest acceptable proposal meeting the specifications.

Proposals presented to the City Clerk, 2nd Floor, City Hall, Hamilton after the designated closing time on the due date **will not be considered**, regardless of the circumstances which resulted in the late arrival to the City Clerk, and regardless of the postal cancellation date that may be imprinted on them.

#### **R. WITHDRAWAL**

The Client reserves the right to withdraw this proposal call at any time and shall not be liable for any expenses, cost, loss or damage incurred or suffered by any consultant as a result of such withdrawal.



## A. COST SUBMISSION FORM

The Regional Municipality of Hamilton-Wentworth  
and The Corporation of the City of Hamilton

## OPERATIONAL REVIEW OF THE INFORMATION SYSTEMS DEPARTMENT

CONSULTANT \_\_\_\_\_

DATE \_\_\_\_\_

Fee for Consulting Services \$ \_\_\_\_\_

Expenses and Dispersments \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

PST \$ \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

## APPENDIX A

### OVERVIEW OF INFORMATION SYSTEMS 1994

**Mission:** *To facilitate the coordinated development of Information Technology and systems and to provide Corporate data and information to any authorized User at any time.*

Information Systems currently manages many large and complex Systems Applications on behalf of both the The Regional Municipality of Hamilton-Wentworth and the Corporation of the City of Hamilton. There are currently more than 100 major applications in operation including:

- \* On-line Financial Information System for the Region and the City of Hamilton including General Ledger, Purchasing, Accounts Payable and Budgetary Control.
- \* Human Resources Personnel and Payroll for over 6,000 employees.
- \* Pension system for 1,000 retired employees.
- \* Property system (assessment and taxation) for 83,000 realty and Business taxpayers, including Monthly Automatic Payment Plan (MAPP)
- \* Building Permit system, for approximately 5,000 permits per year.
- \* Metered Water system for 49,000 metered water accounts.
- \* Social Services System which processes more than 6,000 cheques per month.
- \* Hamilton Public Library System for 2,500,000 titles for 9 branch Libraries.
- \* Support services for more than 600 workstations for word processing, spreadsheet analysis, electronic mail and other end user software.
- \* Maintenance Management Systems for the Engineering, Public Works and Traffic Departments.
- \* On line Transit Information System (including radio and data communications with 260 vehicles).
- \* Microfilming services (image and Computer output Microfilm) producing 3,000,000 images per year.

## APPENDIX B

### CURRENT EQUIPMENT CONFIGURATION

The present configurations consist of the following:

- IBM ES9121 - Model 190 Mainframe Processor (9221-201 planned)
- Operating Systems VM-ESA & MVS-ESA under LPAR.
- 128mb Memory
- 3990 - G03 - Communications Processor (Cache Memory)
- Disk Storage - 3390 A38/B38 and - 3380 AK/BK/BK/BK
- Tape Drives - 2 - 3480 Cartridge type
- 3745 Communications Controller (channel attached)
- Remote Connects through 3174 Remote Controllers
- Local connects with 3174 Controllers to the Mainframe Computer
- 2 Printers: 4245 Model 12, 4245 Model 20 (laser planned)
- The DECNET Network is the Corporate standard network linking the IBM Host business applications, the DEC VAX processors and the numerous servers and microprocessors on the network.
- 506 PC/Terminals are connected to the mainframe computer and approximately 100 plus Micro Computers of the 386 & 486 IBM Compatible Class are connected through the DECNET Network.
- DEC Channel Attached SNA Gateway between the DECnet Network and the IBM Host - 1,024 Concurrent Sessions
- Interlink Channel Attached 3711 Gateway between the DECnet Network and the IBM Host - 8 Concurrent Sessions - used for File Transfers
- 2 Digital VAX 4100A processors (Wentworth St)
  - Operating System VMS V5.5-H2, 128mb Memory
  - Disk Storage - RZ26 & RS28 - 27.3Gb
  - Tape Drives - 4 4mm DAT, 1 TU81 9-track
  - Line Printers - 1 LP25, 1 LG01
- 2 Digital VAX 3300 processors (Wentworth St)
  - Operating System VMS V5.4-2, 20mb Memory
  - Disk Storage - RF30 & RF31 - 2.2Gb
  - Tape Drives - 2 TK70 cartridge
- 1 Digital VAX 4200 processor (City Hall)
  - Operating System VMS V5.4-2, 64mb Memory
  - Disk Storage - RF31 & RF72 - 4.4Gb
  - Tape Drives - 1 4mm DAT cartridge
- 1 Digital VAX 3100 10e processor (Park Place)
  - Operating System VMS V5.4-2, 16mb Memory
  - Disk Storage - RZseries - 1.2Gb
  - Tape Drive - 1 4mm DAT cartridge
- 1 Digital VAXstation 4000 model 60 (Wentworth St)
  - Operating System VMS V5.5-2, 32mb Memory
  - Disk Storage - RS25 - .8Gb
  - Tape Drive - 1 4mm DAT cartridge
- 1 Digital VAXstation 3100 (Ellen Fairclough)
  - Operating System VMS V5.4-2, 16mb Memory
  - Disk Storage - RZ series - 1.5Gb
  - Tape Drive - 1 TK50 cartridge
- 1 Digital VAXstation 4000 model 60 (Law Dept)
  - Operating System VMS V5.5-2, 32mb Memory
  - Disk Storage - RZ25 - .8Gb
  - Tape Drive - 1 4mm DAT cartridge



- 315 Terminals are connected to the VAX Mainframe Computer
- 9 - 386/486 SCO UNIX workstations are attached to the DECNET Network

**Corporate (current) Standard Network compatible Microcomputers:**

- 486 SX 25 MHz NEC PowerMate, or
- 486 DX 33 MHz NEC Powermate, or
- 486 DX2 33/66 MHz NEC Powermate, with
- 4 MB RAM (expandable to 32 MB on motherboard)
- 1 3.5" Floppy Drive with 1.44 MB capacity
- 170 MB Connor CP3017E Hard Drive (19ms access time)
- 1 DB25 parallel port; 1 DB9 serial port; 1 Mini-Din mouse port
- 3 16 bit expansion slots; Clock/Calendar
- Enhanced 101 key Keyboard; NEC 2 button mouse
- NEC SVGA 15" Colour Monitor 1MB Video RAM, 1024 x 768 resolution
- Microsoft DOS 6.0; Windows 3.1;
- Quarterdeck QEMM 386 Memory Manager 7.01

**Corporate Network Standards**

- network wiring standard is 10 BASET
- Network operating system is DECNET
- DEC/Pathworks for file management and PC session management
- Irmalan (DCA) for IBM terminal emulation

## APPENDIX C

### INVITED BIDDERS LIST

The firms that have been sent a copy of this RFP include:

Arthur Anderson  
Atkinson Tremblay & Associates  
CGI Information Systems & Management Consultants  
Compass Analysis Canada Limited  
DMR and Associates  
KPMG Peat Marwick  
LGS  
Nolan Norton





9.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 12

**REPORT TO:** Mrs. S. Reeder, Secretary  
Finance and Administration Committee

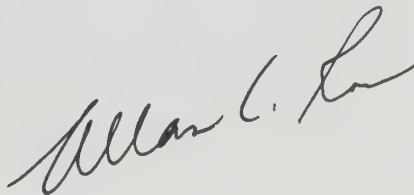
**FROM:** G. Baker  
Fire Chief

A. Ross  
Treasurer

**SUBJECT:** Replacement of Fire Department Vehicles

**RECOMMENDATION:**

That funds be allocated from the Reserve for Replacement of Mobile Equipment for the replacement of Fire Department vehicles in 1994, in the estimated cost of \$54,000.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funds are available in account CH 5X522 00101 - Reserve for Replacement of Mobile Equipment. Savings will result in the elimination of major repairs to the vehicles being replaced.

**BACKGROUND:**

The following vehicles will be fully depreciated in 1994 and are recommended for replacement.

Compact Cars - Fire Prevention

#1692	Is a 1989 model year with 58,060 kilometres and high engine idle time.
#1693	Is a 1989 model year with 48,008 kilometres and high engine idle time.
#1695	Is a 1989 model year with 57,915 kilometres and high engine idle time.



10.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 18

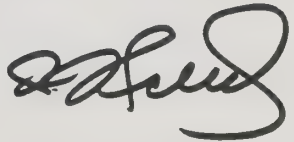
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Request from the Hamilton & District Labour Council  
to purchase an advertisement (message)

**RECOMMENDATION:**

That consideration be given to the request from the Hamilton & District Labour Council to purchase a full page advertisement (message from the Mayor and Members of Council) in the upcoming 1994 Inaugural Yearbook for the Hamilton Labour Council at a cost of \$700.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The cost of a full page advertisement is \$700. Funding for this expenditure is available in the Advertising and Promotion Account of the City Clerk's Office - Account No. CH56302 12000.

**BACKGROUND:**

The most recent approval for the purchase of space in a publication was in 1993 July 7th in the amount of \$500. for a message of greeting in the Commemorative Programme Book published by the Canadian Club of Hamilton for the National Convention of Canadian Clubs being hosted in Hamilton on 1993 September 23-25.

A search through the Advertising file has determined that a request from the Hamilton & District Labour Council for the purchase of an advertisement (message) has never been made in the past.

cc Mayor Robert M. Morrow





**FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, 1994 APRIL 21ST**

**CONSENT AGENDA**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 April 7th.

**B. CITY CLERK**

- (i) Use of City Facilities for Vision 2020 Display - Sustainable Community Day on 1994 June 11
- (ii) Use of City Facilities - Miles for Smiles Cycling Fundraising Event - 1994 June 3
- (iii) Use of City Facilities - Fly the Flag Day on 1994 May 14
- (iv) 57th FCM Annual Conference - 1994 June 5-8, Winnipeg, Manitoba

**C. TREASURER**

- (i) Financing the Contribution to the Ontario Museum Association Conference
- (ii) Financing - City's Share of Services related to Subdivisions.

**D. KEEP HAMILTON CLEAN COMMITTEE**

Appointment of member to the Keep Hamilton Clean Committee

**E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items.





A.

Thursday, 1994 April 7  
9:30 o'clock a.m.  
Room 233, City Hall

The Finance and Administration Committee met.

**There were present:** Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman T. Anderson  
Alderman D. Drury  
Alderman G. Copps  
Alderman T. Cooke  
Alderman D. Agostino  
Alderman V. Agro

**Also present:** Alderman M. Kiss  
Alderman D. Wilson  
Alderman W. McCulloch  
J. Pavelka, Chief Administrative Officer  
P. Baker, Parking Authority  
A. Ross, Treasurer  
D. Vyce, Director of Property  
J. Schatz, City Clerk  
T. Bradley, Manager of Purchasing  
C. Guthro, Fleet Services Division, Public Works Department  
Susan K. Reeder, Secretary

## A G E N D A

### 1. PRIVATE AND CONFIDENTIAL AGENDA

The Committee agreed to move In-Camera to discuss matters of a Private and Confidential nature.

The Committee moved back into Regular Session and approved its Consent Agenda as follows:

### 2. CONSENT AGENDA

#### A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held Thursday, 1994 March 24, and approved these minutes as circulated.

#### B. CITY CLERK - Use of City Facilities - International Childrens' Games - 5 Kilometre Road Race on 1994 May 31

The Committee was in receipt of a report from the City Clerk dated 1994 March 30, respecting the above-noted matter and approved the following:

That approval be granted to the International Childrens' Games Committee to use the City Hall Forecourt and have access to the first floor washrooms on Tuesday, 1994 May 31 from 4:00 o'clock p.m. to 9:30 o'clock p.m. to conduct a five kilometre road race to raise funds for the 1994 International Childrens' Games to be held in Hamilton from 1994 June 15-19.

ADDED - Use of City Facilities - Hope International Development Agency- Press Conference on 1994 April 15

The Committee was in receipt of an added report from the City Clerk dated 1994 , April 6, respecting the above noted matter and approved the following:

- (a) That approval be granted to the Hope International Development Agency to use Room 233 on Friday, 1994 April 15 from 5:00 p.m. to 8:00 p.m. to hold a press conference announcing their 10 km "Walk for Water" fundraising event to be held at the Royal Botanical Gardens on 1994 May 14; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

C. COMMISSIONER OF HUMAN RESOURCES - Appointments to and terminations from permanent positions with the Corporation of the City of Hamilton to 1994 March 29

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 March 29, respecting the above noted matter, and approved the following:

That the listing of Appointments To and Terminations From Permanent positions with the Corporation of the City of Hamilton to 1994 March 29, be approved.

D. MANAGER OF PURCHASING - Supply and delivery of Safety equipment to Purchasing Stores as and when required during 1994

The Committee was in receipt of a report from the Manager of Purchasing dated 1994 March 31, respecting the above noted matter and approved the following:

That a purchase order be issued to Lawlor Safety & Co. (Hamilton) Ltd., Hamilton, for the supply and delivery of Safety Equipment to Purchasing Stores as and when required during 1994, being the lowest of seven tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and be financed through Purchasing Stores Inventory Account No. CH56103 28999.

E. CITY SOLICITOR

(i) By-law to authorize transfer of previously debentured amount to 1992 Debenture projects.

The Committee was in receipt of a report from the City Solicitor dated 1994 March 23, respecting the above noted matter, and agreed to forward the By-law to City Council for enactment.

(ii) By-law to authorize a loan of \$7,000,000. to The Hamilton Parking Authority.

The Committee was in receipt of a report from the City Solicitor dated 1994 March 23, respecting the above noted matter, and agreed to forward the Bill to City Council for enactment.

F. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items.

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1993 March 31, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Recommendation from the Director of Public Works to the Parks and Recreation Committee re: Vendors in Parks - report dated 1994 March 2nd.
- (b) Information Report - Women's Safety Audit - report dated 1994 March 23rd.
- (c) Information Report - Treasurer - Revised procedures for processing tax appeals under Section 442 of the Municipal Act - report dated 1994 March 29th.

3. REFERRAL FROM CITY COUNCIL/MAYOR ROBERT M. MORROW - Mayor's Task Force on Downtown Issues and Renewal

The Committee was in receipt of correspondence from the City Clerk dated 1994 March 23, respecting the referral by City Council of the Mayor's Task Force on Downtown Issues and Renewal Report. The memorandum indicated that this report had been tabled with City Council at its meeting held 1994 March 8, at which time Council referred the various sections to the appropriate Committees.

The Committee discussed each issue and took the following action:

1. That the City of Hamilton take steps to lower property taxes in Downtown Hamilton.

The Committee discussed this matter and agreed that the recommendation should be amended to read: "That the City of Hamilton take steps to lower Property and Business Taxes and Development Charges in Downtown Hamilton".

Some discussion also ensued on whether this formula should be applied across the City to all Businesses and/or Residential ratepayers.

It was agreed that this recommendation should be referred to the Treasurer for a report back on a formula to reduce these rates. As well, the Treasurer was asked to make comments on how such a formula would apply if it was used across the City, and what these actions would mean to the City's Tax Base.

2. That innovative Parking Arrangements be considered so as to compete with the free parking offered customers at malls,

and, that free parking be investigated with the view that it may pay off in the long run if it attracts more people Downtown, thereby encouraging more stores to open and the Tax Base to increase.



Some discussion ensued with respect to how this could be accomplished and some suggestion was made that a lowering of rates for the Downtown, i.e. three hours for one dollar with every hour thereafter being seventy-five cents be considered. Another suggestion was that a full rate be charged for parking the full day, i.e. workers in the Downtown Area, and other incentives as mentioned above to attract shoppers.

Some discussion ensued with respect to this and it was agreed that this matter should be referred to the Parking Authority for a report back on a methodology for providing this incentive.

3. **That the Hamilton Parking Authority and the Royal Connaught Hotel be encouraged to conclude and implement plans for a major multi-tiered parking structure immediately (also referred to the Parking Authority).**

The Committee agreed that this matter should be referred to the Parking Authority.

16. **That all Downtown Hotels be re-assured of the City's support at all times and that the Region be encouraged to do likewise.**

The Committee agreed that the Mayor should write a letter on behalf of the City in this regard, and accordingly the Committee approved the above noted recommendation for a presentation to City Council; and subsequent referral to Regional Council.

17. (a) **That a permanent Committee to market Downtown be established and consist of City and regional Staff, all local business, media and all other interested parties; and,**

The Committee approved sub-section (a) above and amended the resolution to add (b) as follows:

- (b) **That prior to the formation of this Committee, that the Chief Administrative Officer report back to the Committee on the anticipated time-frame required by this Committee to complete its mandate and the anticipated costs of staffing and budgeting requirements that would be involved.**

The Committee was also in receipt of a number of other recommendations which are for consideration by the Committee and subsequent referral to the Region. Accordingly, the Committee approved that the following recommendations be forwarded to the Region:

That the following recommendations be forwarded to Regional Council for consideration:

- (i) **That the Hamilton-Wentworth Regional Police be thanked for their help and encouraged to make an absolute priority of the downtown; and,**
- (ii) **That additional parking meters on King Street be encouraged so that more people will park and shop in the downtown; and,**
- (iii) **That Police Officers should be encouraged to park elsewhere other than at parking meters on King Street when spending time in court; and,**

- (iv) That the existing traffic flow be studied so that it does not discourage people to drive slowly through downtown and shop; and,
  - (v) That the Police Department be requested to enforce truck route enforcement on King Street East and, that the Region be asked to utilize as much Infrastructure Program money as possible for the Perimeter Road; and,
  - (vi) That the Traffic Department study the diversion of truck traffic from Main Street; and,
  - (vii) That the Regional Transportation Services Committee consider a Hamilton Street Railway fare schedule which would provide incentives to shoppers in the downtown core.
28. That the Downtown Area have some of the newspaper boxes removed. This should assist aesthetically and may give more business to the stores which sell newspapers.

It was indicated by the Committee that the City has a by-law that limits the number of boxes which can be contained within a street corner area, and directed that staff should be noting them and doing something about this. It was agreed that staff would look into this situation and report back.

**ADDED - Alderman Copps - International Village**

Alderman Copps raised concerns about the condition of a store front entrance way east of the Le Chinois Restaurant, at 173 King Street East (north side), in the International Village which has been boarded up for sometime and is several inches deep with dirt and debris.

It was agreed that the staff would investigate this situation and report back.

Further to this area, Alderman Copps also expressed concerns at the amount of dirt within the International Village B.I.A., and again it was agreed that the staff would review the street cleaning schedule for this area and report back.

**ADDED - Alderman Drury - Taxi night spots Downtown**

Alderman Drury suggested that further to discussions at the Taxi Advisory Committee, that specific spots be set aside in the Downtown Area for night parking by taxis. He indicated that this would have a double effect of giving a presence during the evening and making taxis for patrons of the Downtown Area readily accessible for transportation.

It was agreed that the City Clerk would be requested to report back to the Committee on establishing night spots for taxis in the Downtown Area.

**ADDED - Alderman Cooke**

Alderman Cooke suggested a number of initiatives further to the recommendations contained in the Mayor's Task Force on Downtown Issues and Renewal, and the Committee approved the following recommendations:

That in response to the First Report of the Mayor's Task Force on Downtown Issues and Renewal, the following recommendations be approved:

- (a) That the Director of Planning prepare a report for the consideration of the Planning and Development Committee on amending the City's Zoning By-law to allow as-of-right zoning in the downtown area to permit residential uses above ground level in presently zoned commercial buildings; and,
- (b) That the Municipal Non-Profit Housing Corporation be requested to give consideration to developing non-profit housing as infilling projects in the downtown core; and,
- (c) That a small entourage of members of City Council and its appropriate staff visit relevant North American Cities to observe and discuss with officials of these Cities, the incentives and actions taken by them in efforts to revitalize their downtown cores; and,

Note: Alderman Cooke also moved a recommendation respecting the H.S.R.'s Developing Creative Fare Structures and this recommendation was referred to the Region as contained in the Group recommendations referenced above.

4. ALDERMAN G. COPPS - Resolution - Township of West Carleton within the Regional Municipality of Ottawa-Carleton re: Bill 77 - An Act to amend the structure of local government in Ottawa-Carleton.

The Committee was in receipt of the above noted resolution brought forward to the Committee at the request of Alderman Copps. Alderman Copps spoke to this matter and following some discussion, the Committee agreed to receive this resolution and take no action.

5. MANAGER OF PURCHASING -Purchase of six (6) Rotary Mowers, Fleet Services

The Committee was in receipt of a report from the Manager of Purchasing dated 1994 March 31, respecting the above noted matter.

Mr. C. Guthro of Fleet Services was in attendance and spoke to the Committee to indicate that this recommendation is not for the lowest tender, but rather the lowest acceptable tender and that the reason for that is that the lowest tender did not provide a bid on the size required by the City.

The Committee approved the following:

That purchase orders be issued for the purchase of six (6) rotary mowers for Fleet Services, to the lowest acceptable tender received in accordance with specifications issued by the Manager of Purchasing and Vendors' tenders, as follows, and be financed through Reserve for Mobile Equipment Account No. CH5X503 00101:

(a) Turf Care, Newmarket

In the amount of \$66,585. including all applicable taxes for One (1) 15' Self-contained Rotary Mower, replacement for Unit No. 9525; and,

(b) Crossroads Equipment, Jerseyville

In the amount of \$66,585. including all applicable taxes for Five (5) Outfront Rotary Mowers, four with 60" decks, and one with a 72" deck, replacements for Units Nos. 0033, 0038, 0057, 0061, 0089.



6. CITY CLERK - Hamilton Hydro Electric Commission - Appointment of Ontario Hydro's representative

The Committee was in receipt of a report from the City Clerk dated 1994 March 28, respecting the above noted matter. The recommendation read as follows:

That in keeping with Ontario Hydro's policy respecting the appointment of commissioners to municipal commissions, that the City submit to Ontario Hydro, a list with a minimum of two possible candidates from the attached list of applicants, to assist Ontario Hydro in making its citizen appointment to the Hamilton Hydro Electric Commission.

Considerable discussion then ensued on how many would be recommended to Ontario Hydro. The Committee moved and seconded a recommendation that four persons be recommended to Ontario Hydro. **MOTION LOST.**

The Committee moved and carried a recommendation to forward two names to Ontario Hydro. **CARRIED.**

The Committee then approved the following:

That in keeping with Ontario Hydro's policy respecting the appointment of commissioners to municipal commissions, that the City submit to Ontario Hydro, the names of Mary Lou Dingle and Ollie Thomson, to assist Ontario Hydro in making its citizen appointment to the Hamilton Hydro Electric Commission.

7. OTHER BUSINESS

Alderman Ross made reference to an Information Report from the Director of Property dated 1994 April 7, re: Lighting - Hamilton Farmers' Market. Alderman Agostino spoke to this matter and indicated that this Information Report would be distributed to Members of the Committee following the meeting and that the report advises that the installation of the lighting system was awarded to Cipolla Electrical Services as the lowest bidder at \$32,100., inclusive of G.S.T. The Committee was further advised that in accordance with City policy for approvals of expenditures, this contract awarding has been approved.


The Committee then agreed to receive the Information Report.

8. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. ROSS, CHAIRPERSON  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1994 April 7



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B  
(i)

**DATE:** 1994 April 11

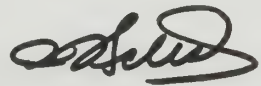
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities for Vision 2020 Display -  
Sustainable Community Day on 1994 June 11

**RECOMMENDATION:**

- a) That approval be granted to the Planning and Development Department to use the west end of the second floor foyer at City Hall from 1994 May 1-15 to set up a display highlighting the progress of implementing Vision 2020: The Sustainable Region which describes in broad terms, the type of community Hamilton-Wentworth could be in the year 2020; and,
- b) That approval be granted to the Planning and Development Department to park the Hamilton Street Railway Nature Bus and an Ontario Ministry of Environment and Energy Emergency Response Unit on the City Hall Forecourt on Saturday, 1994 June 11 from 8:30 a.m. to 5:00 p.m. in conjunction with the Annual Sustainable Community Day; and,
- c) That the City Clerk be given the authority to approve of a similar use in future years provided it does not interfere with any other activity.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

The Region will be holding its first annual Sustainable Community Day on 1994 June 11. The Planning and Development Department is requesting permission to set up a display to highlight the progress in implementing Vision 2020 and to promote the annual Community Day in 1994 June.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division  
Mark Bekkering, Planning and Development Department





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B  
(ii)

**DATE:** 1994 April 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

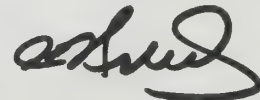
**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Miles for Smiles Cycling  
Fundraising Event - 1994 June 3

**RECOMMENDATION:**

- a) That approval be granted to Messrs. Reardon and Shaughnessy to use the City Hall forecourt from 8:00 a.m. to 8:30 a.m. on Friday, 1994 June 3 for the purposes of holding a send off ceremony for the Miles for Smiles Cycling Event to raise funds for the Good Shepherd Centre and the Salvation Army; and,
- b) That the City Clerk be given the authority to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a



**BACKGROUND:**

Mr. Reardon and Mr. Shaughnessy will be cycling around Lake Ontario on 1994 June 3 to raise funds for the Good Shepherd Centre and the Salvation Army.

The Miles for Smiles Fundraiser will commence at City Hall with a brief ceremony and media conference to raise awareness of this event.

cc Mayor's Office  
Rob Swan, Manager, Building Operations and Maintenance Division  
Information Desk





B.  
(iii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Fly the Flag Day on 1994 May 14

**RECOMMENDATION:**

- a) That approval be granted to the Fly the Flag Committee to use the City Hall forecourt on Saturday, 1994 May 14 from 11:00 a.m. to 2:00 p.m. to celebrate Fly the Flag Day; and,
- b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Approximately \$150. for Building Operations and Maintenance Division staff overtime associated with this event. Sufficient funds are available in Account No. CH 55222 10034.

**BACKGROUND:**

The Fly the Flag Committee will be holding a Canadian flag raising ceremony and associated events in celebration of Fly the Flag Day on 1994 May 14.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division  
Shelley Merlo-Orzel, Culture and Recreation Department



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B. (iv)

**DATE:** 1994 March 31

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** 57th FCM Annual Conference - 1994 June 5-8, Winnipeg, Manitoba

**RECOMMENDATION:**

That the Mayor and a maximum of six (6) Aldermen be authorized to attend the 57th Annual Conference of the Federation of Canadian Municipalities to be held in Winnipeg, Manitoba on 1994 June 5-8.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Approximately \$1,500. per person. Funding available in the Legislative Travelling Account.

**BACKGROUND:**

The above recommendation is consistent with the approved recommendation for attendance at previous Conferences.

The City of Hamilton is entitled to have seven (7) voting Delegates at this Conference.

Members of City Council who would like to be considered as a Delegate are asked to advise the Secretary, Susan K. Reeder, as soon as possible in order that flight reservations, accommodations and registrations can be made. The registration deadline is 1994 May 6th.

In the event that more than six (6) Aldermen are interested in attending this Conference, attendance has traditionally been determined by "lot" by the Finance and Administration Committee.

JJS/SKR





C. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 14

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. Allan C. Ross  
Treasurer

**SUBJECT:** Financing the Contribution to the Ontario Museum  
Association Conference

**RECOMMENDATION:**

- a) That the City's contribution not exceeding \$4,500 towards the hosting of the Ontario Museum Association Conference to be held in Hamilton 1994 October 20-23, subject to the approval of the Parks and Recreation Committee meeting of 1994 April 19, be financed from The Hosting of Conferences with Municipal Subject Content Account CH 55307 80040.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There is sufficient funds within the identified account in 1994.

**BACKGROUND:**

The issue of the contribution is being considered by the Parks and Recreation Committee April 19. There are several staff from the Cultural Division who are involved with the Conference. The Parks and Recreation Committee has asked the Finance and Administration Committee to recommend the method of financing. The identified account is under the jurisdiction of the Finance and Administrative Committee.





C.  
(ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 13

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** City's Share of Services related to Subdivisions

**RECOMMENDATION:**

That the City's share of services in the following subdivisions:

- (1) Anchor Road Industrial Park at a cost of \$6,850.00;
- (2) Wisemount Estates - Phase 4 at a cost of \$21,750.54; and
- (3) Agrigento Gardens at a cost of \$2,300.00,

for a total of \$30,900.54, be financed from Centre No. CH 00107 - "Reserve for Services Through Unsubdivided Lands".

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net amount to be financed for all 1994 projects related to subdivision expenditures, including this recommendation, is \$77,011.74. The 1994 Capital Budget includes a provision of \$1,236,000 for the City's share of subdivision expenditures in 1994.

**BACKGROUND:**

The Transport and Environment Committee will be considering this report at their meeting of 1994, April 18. The details of the project cost is outlined in the letter of Mr. E.M. Gill, Senior Director, Roads Department, dated 1994, April 7.

NRA:jc  
Attachment

c.c. E.M. Gill, Senior Director, Roads Department  
K. Christenson, Secretary, Transport and Environment Committee  
D.W. Vyce, Director of Property

**- RECOMMENDATION -**

**DATE:** 1994 April 7  
S701-68 J. Morgante  
S701-59 P. Strong  
S723-63 .

**REPORT TO:** K. Christenson, Secretary  
Transport and Environment Committee

**FROM:** E. M. Gill, P. Eng.  
Senior Director  
Roads Department

**SUBJECT:** 1994 Servicing Expenditures Related to Subdivisions (R-94-24)

a i) That the submitted schedules of works be adopted for inclusion in the Subdivision Agreement with the Owner for the estimated costs of services in;

**Subdivider's Share \$228,776.00**

**Subdivider's Share \$ 40,836.47**

- cont'd...

-Page 2-

1994 April 8

1994 Servicing Expenditures Related to Subdivisions (R-94-24)

cont'd...

- b) That additional funding in the amount of \$2,300.00 for the City's share of municipal services in "Agrigento Gardens" subdivision originally approved by Council on August 25, 1992, be approved.
- c) That the City's share for the costs of services in "Agrigento Gardens"(\$2,300.00), "Anchor Road Industrial Park" (\$6,850.00) and "Wisemount Estates - Phase 4" (\$21,750.54), be approved and the Finance and Administration Committee recommend the source of funding for these projects.



---

E. M. Gill, P.Eng.

***FINANCIAL/STAFFING/LEGAL IMPLICATIONS:***

**" AGRIGENTO GARDENS ", HAMILTON**

The City's share for the cost of services in this development were previously approved by City Council August 25, 1992. Based on the final payment for all of the City's share of services in this subdivision an additional amount of \$2,300.00 is necessary to cover the City's portion of the roadway costs. These additional costs are partially due to low estimates and partially due to unusual ground conditions. Therefore it is recommended that these funds be approved.

The City's share for the cost of installation of services for this subdivision are recoverable in the future, when adjacent lands redevelop.

**" ANCHOR ROAD INDUSTRIAL PARK ", HAMILTON**

The total estimated costs of the City's share of services to be approved at this time for this development is \$6,850.00.

cont'd...



-Page 3-

1994 April 7

**1994 Servicing Expenditures Related to Subdivisions (R-94-24)**

cont'd...

The estimate for the cost sharing between the City and the owner is in accordance with current City policy. (see Schedule "A")

The cost for City services is non-recoverable in the future.

**"WISEMOUNT ESTATES - PHASE 4", HAMILTON**

The total estimated costs of the City's share of services to be approved at this time for this development is \$21,750.54.

The estimate for the cost sharing between the City and the owner is in accordance with current City policy. (see Schedule "A")

The cost for City services is recoverable in the future.

**BACKGROUND:**

**" AGRIGENTO GARDENS ", HAMILTON**

The City's share for the cost of services in this development were previously approved by City Council August 25, 1992. Based on the final payment for all of the City's share of services in this subdivision an additional amount of \$2,300.00 is necessary to cover the City's portion of the roadway costs. These additional costs are partially due to low estimates and partially due to unusual ground conditions. Therefore it is recommended that these funds be approved.

The City's share for the cost of installation of services for this subdivision are recoverable in the future, when adjacent lands redevelop.

**" ANCHOR ROAD INDUSTRIAL PARK ", HAMILTON**

At its meeting of February 14, 1989 City Council approved the draft plan for Anchor Road Industrial Park by approving Section 23(b), of the Planning and Development Committee Report 5-89. One of the conditions of draft plan approval requires the owner to enter into a Subdivision Agreement with the City of Hamilton in order to satisfy engineering and financial requirements of the City. The owner, 779597 Ontario Ltd. wish to proceed with this development at this time.

cont'd...

-Page 4-

1994 March 30

**1994 Servicing Expenditures Related to Subdivisions (R-94-24)**

cont'd...

The Development of Anchor Road Industrial Park will result in the creation of 17 industrial Lots and two Blocks.

The lands of Anchor Road Industrial Park are located west of Pritchard Road between Stone Church Road and Rymal Road East, in the Hannon North Neighbourhood which is part of the Mountain Industrial Area.

**"WISEMOUNT ESTATES - PHASE 4", HAMILTON**

At its meeting of September 27, 1983 City Council approved the draft plan for Wisemount Forest Survey Phase III, now known as Wisemount Estates, by approving Section 4(b), of the Planning and Development Committee Report 19-83. One of the conditions of draft plan approval requires the owner to enter into a Subdivision Agreement with the City of Hamilton in order to satisfy engineering and financial requirements of the City. The owner, 822827 Ontario Inc. wish to proceed with this development at this time.

The Development of Wisemount Estates - Phase 4 will result in the creation of 8 single family residential building Lots.

The lands of Wisemount Estates - Phase 4 are located west of Upper Kenilworth Avenue, south of Ranko Court, in the Lisgar Neighbourhood.

ps  
cc: A. C. Ross, City Treasury Department  
cc: Councillor D. Ross, Chairman, Fin. & Adm. Committee  
cc: S. Reeder, Secretary, Finance & Administration Committee.

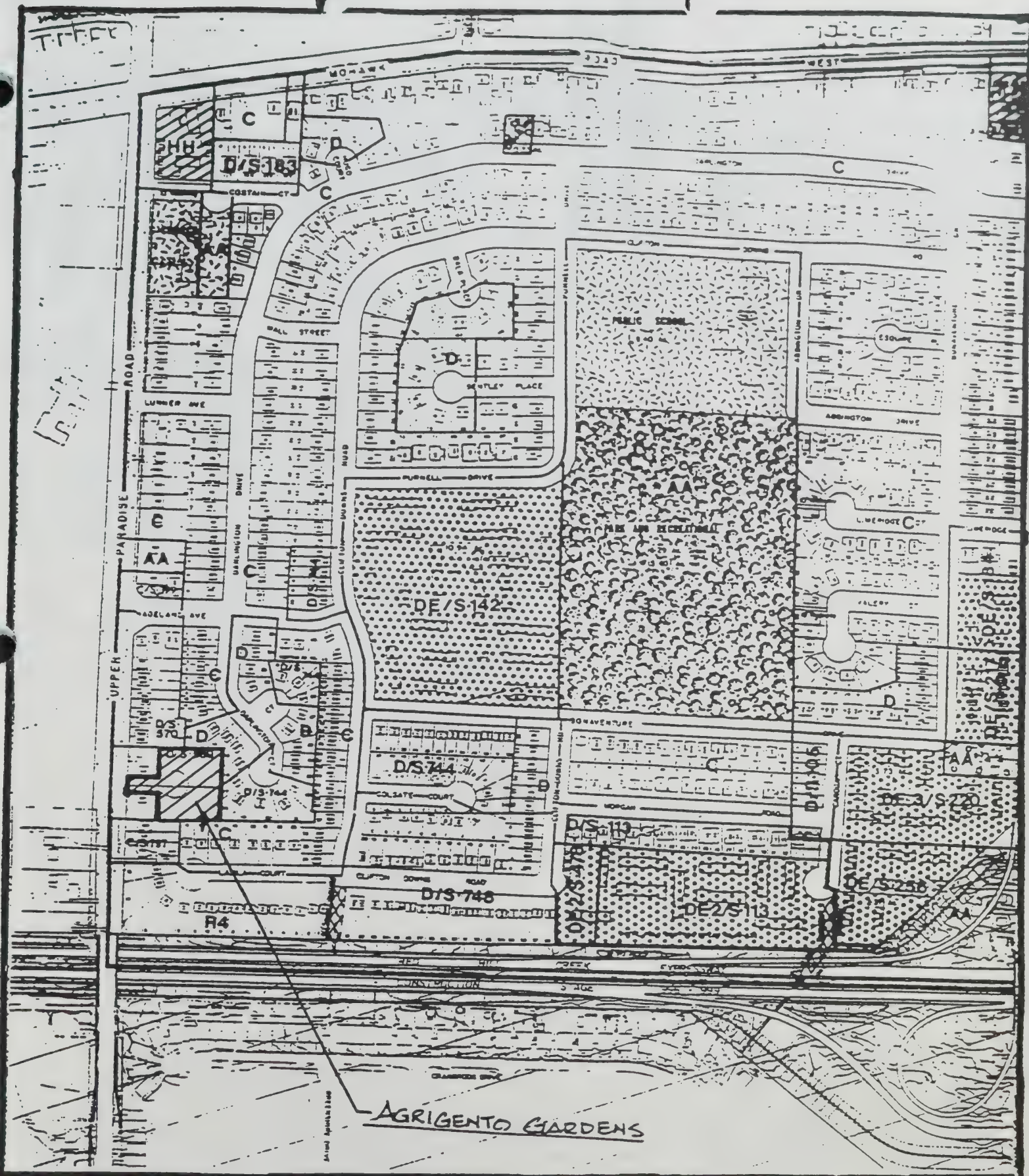
REPORTS/DISC

**1994 SUBDIVISION EXPENDITURE SUMMARY**

Name of: - SUBDIVISION - DEVELOPER - CONSULTANT - SURVEYOR	# OF LOTS and LOCATION	SUBDIVISION AGREEMENT AUTHORIZATION	DESCRIPTION OF WORKS	CITY'S SHARE OF EXPENDITURES				TOTAL CITY'S SHARE	TOTAL SUBDIVIDER'S SHARE	TOTAL SERVICING COSTS	
				0.3 METRE RESERVE COSTS	NON-RECOVERABLE & OVERSIZED COSTS						
AGRIGENTO GARDENS DALCAMP DEV. LIM. URBEX ENGINEERING ASHENHURST NOUWENS LIMITED S701-68	8 LOTS HAMILTON	92-07-07 LAND DIVISION	Catch Basins & Connections	\$0.00	\$0.00						
			Curbs & Sidewalks	\$0.00	\$0.00						
			Finished Roads	\$2,300.00	\$0.00						
			Fencing	0.00	\$0.00						
			Dead End Barricade	\$0.00	\$0.00						
ANCHOR ROAD IND. PARK 779597 ONTARIO LTD. A. J. CLARKE AND ASSOCIATES B. J. CLARKE, O.L.S.	17 LOTS 2 BLOCKS HAMILTON	COUNCIL 89-02-14 P+D Report 5-89 ITEM 23(B)	Street Lighting	\$0.00	\$0.00			\$2,300.00	\$0.00	\$2,300.00	
			Seeding/Sodding	\$0.00	\$0.00						
			Sewers & Watermain	\$0.00	\$0.00						
			Catch Basins & Connections	\$0.00	\$0.00						
			Curbs & Sidewalks	\$0.00	\$0.00						
WISEMOUNT ESTATES PHASE 4 822827 ONTARIO INC. URBEX ENGINEERING S. J. BALABAN, O.L.S.	8 LOTS HAMILTON	COUNCIL 83-09-27 P+D Report 19-83 ITEM 4(b)	Finished Roads	\$0.00	\$6,850.00			\$6,850.00		\$235,628.00	
			Fencing	\$0.00	\$0.00						
			Street Lighting	\$0.00	\$0.00			\$6,850.00	\$228,776.00		
			Catch Basins & Connections	\$1,217.59	\$0.00						
			Curbs & Sidewalks	\$6,999.72	\$0.00						
TOTALS:			Dead-End Barricades Seeding	\$11,084.38 \$185.55	\$0.00 \$0.00						
			Street Lighting	\$1,180.00 \$1,113.30	\$0.00 \$0.00			\$21,750.54	\$40,836.47	\$62,587.01	
								\$30,900.54	\$269,612.47	\$300,513.01	

- \* OVERSIZING EXPENDITURES are Non-Recoverable
- \* 0.3 METRE RESERVE EXPENDITURES are Fully Recoverable





# KEY PLAN

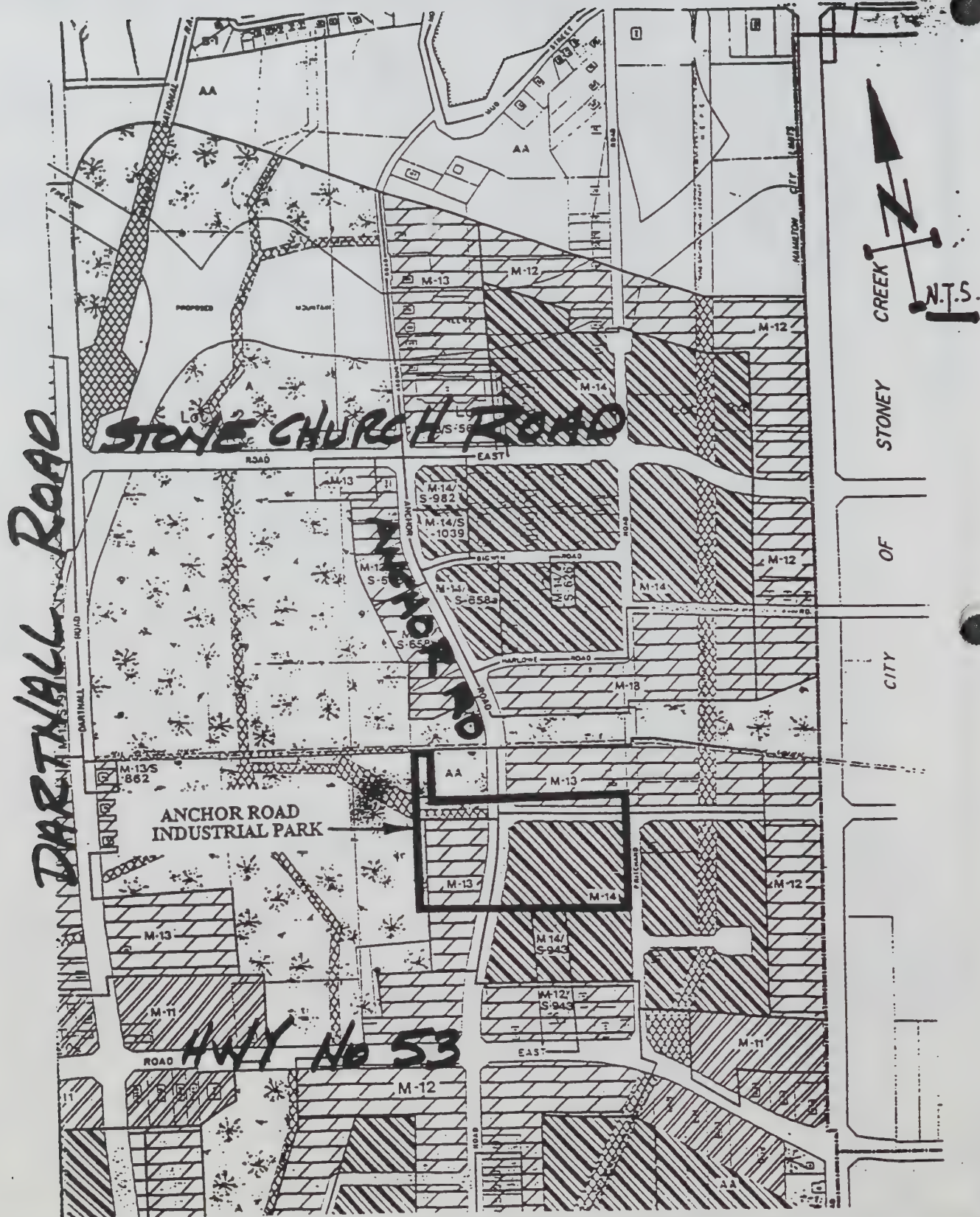


GILBERT

HTS

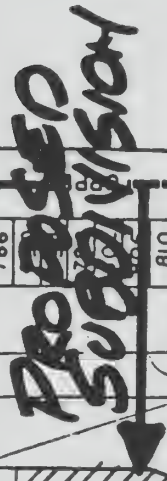
APPROVED PLAN





" KEY PLAN-ANCHOR ROAD  
INDUSTRIAL PARK "





# KEY PLAN - "WISEMOUNT ESTATES - PHASE 4"





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D.

**DATE:** 1994 April 7

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. D. Heintz, Acting Secretary  
Keep Hamilton Clean Committee

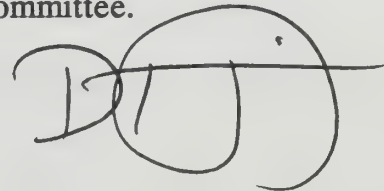
**SUBJECT:** Appointment of Member to the Keep Hamilton Clean  
Committee (PW94.0114)

**RECOMMENDATION:**

- a) That Raffaella Brugnano be appointed as a citizen member of the Keep Hamilton Clean Committee for a term to expire 1996 December 31; and,
- b) That the City Clerk be directed to advertise in the local newspaper for the three existing vacancies on the Keep Hamilton Clean Committee.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Approximately \$200.00 in advertising costs



**BACKGROUND:**

The Keep Hamilton Clean Committee, at its meeting held on 1994 April 6, approved the above-noted recommendations.

In 1993, the Committee held Orientation Sessions to fill the four citizen member vacancies on the Keep Hamilton Clean Committee. Only one citizen applied for membership and was subsequently appointed, leaving the Committee with three vacancies. One of the Committee Members has since passed away, leaving the Committee short four members. With the appointment of Raffaella Brugnano who currently serves on the Committee as a Youth Affiliate Member, the Committee is still three members short and is encountering problems in establishing a quorum for its monthly meetings.

cc Joe Schatz, City Clerk





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

E.

**DATE:** 1994 April 15

**REPORT TO:** Alderman D. Ross, Chairperson & Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Minutes - Hamilton Status of Women Sub-Committee - meeting held 1994 March 3rd.
- (b) Information Report - Building Commissioner, Solicitor and Fire Chief - Requirements for Sprinklers - Status report - dated 1994 April 11th
- (c) Information Report - Director of Information Systems - Host (IBM) Processor Replacement - dated 1994 April 14th.
- (d) Recommendation from the Director of Public Works to the Transport and Environment Committee re: Tripping Accidents on Sidewalks dated 1994 April 8th -  
- report to be presented to the 1994 April 18th meeting of the T&E Committee.

*Susan K. Reeder*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND;**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure following for these matters is recorded.



URBAN/MUNICIPAL  
CA4 ON HBL AOS  
CS IF31  
1994

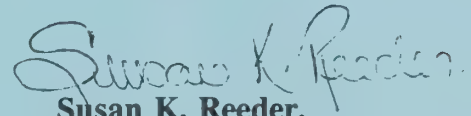


Urban/Municipal Librarian  
Hamilton Public Library  
2nd Floor

## NOTICE OF MEETING

### FINANCE AND ADMINISTRATION COMMITTEE

Thursday, 1994 May 5  
9:30 o'clock a.m.  
Room 233, City Hall

  
Susan K. Reeder,  
Secretary

### A G E N D A

1. CONSENT AGENDA

2. ALDERMAN D. DRURY

Junk Mail

3. REFERRAL BACK FROM CITY COUNCIL

(a) Sale of Municipal Carparks

(b) Potential Street Vendor location

4. REFERRAL FROM REGIONAL COUNCIL

Yellow Striping of City Hall Stairs

(a) Report - Director of Property

5. LICENSING COMMITTEE

Special Bingo Events (Monster Bingos)

4/5/94





**6. CITY CLERK**

- (a) We Care Kennel Inc.
- (b) Designation of the 1994 World Championships of Basketball as having Municipal/National Significance
- (c) AMO Conference - 1994 August 21-24, Toronto

**7. COMMISSIONER OF HUMAN RESOURCES**

- (a) Job Sharing Policy
- (b) Conflict of Interest Policy

**8. TREASURER**

- (a) Revisions to Purchasing Policy/Administrative Procedures
- (b) Repeal of By-law 84-108 Appointing Acting Treasurer; Appoint Acting Treasurers; Appoint Tax Collectors

**9. 1994 GREY CUP PARADE**

- (a) Report - Football Hall of Fame and Museum Management Committee - 1994 Grey Cup Parade Float - Vancouver, B.C.
- (b) Information Report - Participation of the Hamilton Firefighters Drum Corp at the 1994 Grey Cup Parade in Vancouver, B.C.

**10. DIRECTOR OF PROPERTY AND FIRE CHIEF**

- (a) Supply, Delivery and Installation of Furniture, Fire Station 4, Macassa Park
- (b) Repairs Required - Central Fire Station

**11. PRIVATE AND CONFIDENTIAL AGENDA**

**12. OTHER BUSINESS**

**13. ADJOURNMENT**





<b>OUTSTANDING ITEMS</b> <b>FINANCE AND ADMINISTRATION COMMITTEE</b>				Page 1
ITEM		DATE REQUESTED	ACTION BY	
1. (a)	Policy to exempt Parking Authority from realty and business tax.	1990 February 23 & 1990 March 22	Treasurer	
(b)	Examine feasibility of directing the net revenue from parking fines into the Reserve Account.	1990 March 22	Treasurer	
2.	Additional Proposed Development Charges Amendments.	1992 April 23	Building	
3.	City Hall Grounds Study - being reviewed by interest groups for input.	1993 January 21	Arts Co-Ordinator	
4.	Report - Partnership Agreements at the Hamilton Farmers' Market.	1993 January 21	City Solicitor	
5.	Report back on the issue of other municipalities which have discriminated against the hiring of the local construction industry due to restrictive policies.	1993 August 31	Chief Administrative Officer & City Solicitor	
6.	Report back - Discussions with Junior Achievement on negotiations on rental rate for space in the Upper Westworth Composite Building.	1993 September 23	Chief Administrative Officer, & Director of Property	
7.	Information Report - Civic Awards.	1993 November 25	Culture and Recreation	
8.	Public Meeting - Transportation of Persons with Special Needs.	1993 November 25	City Clerk	



OUTSTANDING ITEMS FINANCE AND ADMINISTRATION COMMITTEE				PAGE 2 - Continued
ITEM	DATE REQUESTED	ACTION BY		
9. Report - Wheelchair Accessible Integrated Taxicab Licences (to go to Taxi Advisory Committee first)	1993 November 25	City Clerk		
10. One year monitoring of decisions made by the Assessment Review Board.	1993 December 9	Treasurer - to report back in 1994 November		
11. Report - Request for private legislation to require expanded requirements for sprinkler systems.	1993 December 9 (Status Report sent out 1994 April 15)	City Solicitor Building Commissioner Fire Chief		
12. Comprehensive Audit - Culture and Recreation.	1993 December 9	Chief Administrative Officer		
13. Report - Action Plan to provide a "Smoke-free Community by the Year 2000".	1993 December 9	Medical Officer of Health		
14. Task Force to Review Benefits derived by the City of Hamilton from A.M.O.	1994 February 3	Alderman Copps & Alderman Agostino		
15. Report - Outstanding Property Taxes (requested by Alderman Copps)	1994 March 14	Treasurer		
16. Report - Recovery efforts on costs incurred on demolition services re: Explosion 232-236 Ottawa Street North.	1994 March 24	City Solicitor (no later than 1994 August)		
17. Report - Lowering of Property & Business Taxes & Development Charges in Downtown Hamilton. (Mayor's Downtown Task Force)	1994 April 7	Treasurer		
18. Report - Innovative Parking Arrangements Downtown. (Mayor's Downtown Task Force)	1994 April 7	Parking Authority		
19. Municipal Non-Profit Housing Corporation to consider developing Non-Profit Housing as infilling projects in the Downtown Core & report back. (Mayor's Downtown Task Force)	1994 April 7	General Manager Housing		
20. Possibility of establishing night parking spots for taxis in the Downtown Area. (Mayor's Downtown Task Force)	1994 April 7	City Clerk		
21. Report - Property Standards - Store entranceway in the International Village. (Mayor's Downtown Task Force)	1994 April 7	Building Commissioner		





## **FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, 1994 MAY 5TH**

### **CONSENT AGENDA**

#### **A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 April 21st.

#### **B. TREASURER**

- (i) Funding - Increased Cost of Two Local Improvement Projects
- (ii) Information Report - Status of Unclassified Revenue and Expenditures as at 1994 March 31
- (iii) Information Report - Status of Hosting, Receptions and Related Accounts as at 1994 March 31

#### **C. COMMISSIONER OF HUMAN RESOURCES**

Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1994 April 27

#### **D. DIRECTOR OF PROPERTY**

Closure of Property Department Capital Projects

#### **E. CITY CLERK**

- (i) Temporary Extension of Liquor Licence - Cricket's Eatery, 1900 King Street East
- (ii) Special Occasion Permit - St. Mary's Portuguese Parish Festivals
- (iii) Use of City Hall Facilities - Heart and Stroke Foundation's Big Bike Ride for Stroke - 1994 May 20





**F. MANAGER OF PURCHASING**

Supply and delivery of Fine Paper to vaarious Departments, as and when required during 1994.

**G. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items.



Thursday, 1994 April 21  
9:30 o'clock a.m.  
Room 233, City Hall

A.

The Finance and Administration Committee met.

There were present: Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman T. Anderson  
Alderman V. Agro  
Alderman G. Copps  
Alderman D. Agostino

Regrets: Alderman D. Drury - Vacation  
Alderman T. Cooke - Personal Business

Also present: Alderman D. Wilson  
J. Pavelka, Chief Administrative Officer  
D. Vyce, Director of Property  
P. Noé Johnson, City Solicitor  
B. Calder, H.E.C.F.I.  
K. Beattie, Treasury Department  
A. Ross, Treasurer  
P. Baker, General Manager, Parking Authority  
G. Corsini, Parking Authority  
Fire Chief Baker  
S. Hollowell, City Clerk's Office  
J. Schatz, City Clerk  
J. Johnston, Commissioner of Human Resources  
V. Grupe, Planning Department  
B. Janssen, Planning Department  
J. Hindson, Director of Information Systems  
Susan K. Reeder, Secretary

## A G E N D A

### 1. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda.

Alderman Copps questioned two of the Items on the Agenda as follows:

### B. CITY CLERK

#### (iv) 57th FCM Annual Conference - 1994 June 5-8, Winnipeg, Manitoba

Alderman Copps expressed concerns at the recommendation that the Mayor and six (6) members of City Council be authorized to attend, and it was moved by Alderman Copps, seconded by Alderman Agro, that the Mayor and/or his nominee and three (3) members of City Council be authorized to attend the FCM Conference.

MOTION LOST ON A RECORDED VOTE.

### RECORDED VOTE:

YEAS: Alderman Copps, Agro.

NAYS: Mayor, Alderman Anderson, Charters.



The Committee then approved the following recommendation:

That the Mayor and a maximum of six (6) Aldermen be authorized to attend the 57th Annual Conference of the Federation of Canadian Municipalities to be held in Winnipeg, Manitoba on 1994 June 5-8.

E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items.

(b) Information Report - Building Commissioner, City Solicitor and Fire Chief - Requirements for Sprinklers - Status report - dated 1994 April 11th

Alderman Copps requested information with respect to the amount of time that it will take for the appropriate legislation for requirements for sprinklers to be enacted, and in this regard the Chief Administrative Officer indicated that he would co-ordinate a response back to the Committee with respect to this timing.

The Committee then approved its Consent Agenda as follows:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held Thursday, 1994 April 7th and approved these minutes as circulated.

B. CITY CLERK

(i) Use of City Facilities for Vision 2020 Display - Sustainable Community Day on 1994 June 11

The Committee was in receipt of a report from the City Clerk dated 1994 April 11, respecting the above noted matter and approved the following:

- (a) That approval be granted to the Planning and Development Department to use the west end of the second floor foyer at City Hall from 1994 May 1-15 to set up a display highlighting the progress of implementing Vision 2020: The Sustainable Region which describes in broad terms, the type of community Hamilton-Wentworth could be in the year 2020; and,
- (b) That approval be granted to the Planning and Development Department to park the Hamilton Street Railway Nature Bus and an Ontario Ministry of Environment and Energy Emergency Response Unit on the City Hall Forecourt on Saturday, 1994 June 11 from 8:30 a.m. to 5:00 p.m. in conjunction with the Annual Sustainable Community Day; and,
- (c) That the City Clerk be given the authority to approve of a similar use in future years provided it does not interfere with any other activity.

(ii) Use of City Facilities - Miles for Smiles Cycling Fundraising Event - 1994 June 3

The Committee was in receipt of a report from the City Clerk dated 1994 April 14, respecting the above noted matter and approved the following:

- (a) That approval be granted to Messrs. Reardon and Shaughnessy to use the City Hall forecourt from 8:00 a.m. to 8:30 a.m. on Friday, 1994 June 3 for the purposes of holding a send off ceremony for the Miles for Smiles Cycling Event to raise funds for the Good Shepherd Centre and the Salvation Army; and,

- (b) That the City Clerk be given the authority to approve of a similar use in future years provided it does not interfere with any other activity.

(iii) Use of City Facilities - Fly the Flag Day on 1994 May 14

The Committee was in receipt of a report from the City Clerk dated 1994 April 14, respecting the above noted matter and approved the following:

- (a) That approval be granted to the Fly the Flag Committee to use the City Hall forecourt on Saturday, 1994 May 14 from 11:00 a.m. to 2:00 p.m. to celebrate Fly the Flag Day; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

(iv) 57th FCM Annual Conference - 1994 June 5-8, Winnipeg, Manitoba

This matter was approved as noted above.

C. TREASURER

(i) Financing the Contribution to the Ontario Museum Association Conference

The Committee was in receipt of a report from the Treasurer dated 1994 April 14, respecting the above noted matter and approved the following:

That the City's contribution not exceeding \$4,500., towards the hosting of the Ontario Museum Association Conference to be held in Hamilton 1994 October 20-23, subject to the approval of the Parks and Recreation Committee meeting of 1994 April 19, be financed from The Hosting of Conferences with Municipal Subject Content Account CH 55307 80040.

Secretary's Note: Following the Committee meeting, the Secretary was advised that the Parks and Recreation Committee had pulled this Item from its Agenda.

(ii) Financing - City's Share of Services related to Subdivisions

The Committee was in receipt of a report from the Treasurer dated 1994 April 13, respecting the above noted matter and approved the following:

That as referred to in Section 26 of the Seventh Report for 1994 of the Transport and Environment Committee, that the City's share of services in the following subdivisions:

- (a) Anchor Road Industrial Park at a cost of \$6,850.; and,
- (b) Wisemount Estates - Phase 4 at a cost of \$21,750.54; and,
- (c) Agrigento Gardens at a cost of \$2,300.,

for a total of \$30,900.54, be financed from Centre No. CH 00107 - "Reserve for Services Through Unsubdivided Lands".

**D. KEEP HAMILTON CLEAN COMMITTEE - Appointment of member to the Keep Hamilton Clean Committee**

The Committee was in receipt of a report from the Acting Secretary of the Keep Hamilton Clean Committee dated 1994 April 7, respecting the above noted matter.

The Committee approved the following:

- (a) For the information of the members of City Council, the Finance and Administration Committee have appointed Raffaella Brugnano as a citizen member of the Keep Hamilton Clean Committee for a term to expire 1996 December 31; and,
- (b) Have directed that the City Clerk advertise in the local newspaper for the three existing vacancies on the Keep Hamilton Clean Committee.

**E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items.**

The Committee was in receipt of a report from the Secretary of the Committee respecting the distribution of Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Minutes - Hamilton Status of Women Sub-Committee - meeting held 1994 March 3rd.
- (b) Information Report - Building Commissioner, Solicitor and Fire Chief - Requirements for Sprinklers - Status report - dated 1994 April 11th
- (c) Information Report - Director of Information Systems - Host (IBM) Processor Replacement - dated 1994 April 14th.
- (d) Recommendation from the Director of Public Works to the Transport and Environment Committee re: Tripping Accidents on Sidewalks dated 1994 April 8th - report to be presented to the 1994 April 18th meeting of the T&E Committee.

**2. CORRESPONDENCE**

**(b) Dr. C. Pathak, Adult World - Request to pay annual licence fee in installments**

The Committee was in receipt of correspondence from Dr. C. Pathak dated 1994 April 13, requesting that the Committee approve that he may pay his annual licence fee in installments.

The Committee was also in receipt of a report from the City Clerk dated 1994 April 18, recommending that no action be taken on this request.

The Committee then approved the following:

That no action be taken on the request of Dr. C. Pathak, owner of Adult World, 212 John Street South, to pay his annual licence fee in installments.



3. MAYOR ROBERT M. MORROW - Correspondence - Dr. R. H. McNutt, Chair,  
Organizing Committee - Environment and Economy Excellence Week - 1994 May 1-6

The Committee was in receipt of correspondence forwarded to them from the Mayor from the Organizing Committee of the Environment and Economy Excellence Week.

Mayor Morrow spoke to this matter and the request from them for a contribution from the City of \$1,000.

The Committee approved the following:

- (a) That the City participate as a Sponsor along with McMaster University and others, for the events of the Environment and Economy Excellence Week being held 1994 May 1 - 6, with a contribution of \$1,000.; and,
- (b) That funding for this expenditure be charged to the Special Civic Receptions and Delegation Hosting Account CH 55314 84010.

ADDED - MAYOR ROBERT M. MORROW - Funding - Ontario Special Olympics Spring Games

The Mayor spoke to the Committee with respect to a request for funding from the Ontario Special Olympics Spring Games, to be held 1994 May 5 - 8 in Hamilton.

The Mayor suggested that the City fund a joint reception with the Region for this event in the amount of \$1,500.

Considerable discussion then ensued with respect to this matter, and it was agreed that this Item would be tabled until 1994 Tuesday, April 26, prior to City Council for a decision.

5. THE PARKING AUTHORITY OF THE CITY OF HAMILTON - Sale of Municipal Carparks

The Committee was in receipt of a report from the General Manager of the Parking Authority dated 1994 March 24, respecting the above noted matter.

Considerable discussion ensued with respect to a number of the locations being recommended for sale. Specifically, a location at Kenilworth Avenue and another location on Barton Street.

With respect to the property at Kenilworth and Dunsmuir - Municipal Carpark Number 30 - Alderman Copps requested that this matter be deleted from the list of properties to be sold and that this location be reviewed for possible park development.

Alderman Charters expressed concerns with respect to the properties at 11 Cheever Street and 11 William Street, as they may be able to be used as part of the revitalization of Barton Street East. Accordingly the Committee agreed to delete these properties from the list of properties for sale.

The Committee then approved the following:

That the following list of Municipal Carparks be approved for sale by the City through the usual process of property dispositions by way of the Property Department:

- (a) 897 Barton Street - Municipal Carpark Number 54 - Number of spaces  
- 12

- (b) 1368 Barton Street - Municipal Carpark Number 58 - Number of spaces - 22
- (c) 195 Parkdale Avenue North - Municipal Carpark Number 63 - Number of spaces - 22
- (d) Barton and Grosvenor (east side) - Municipal Carpark Number 39A - Number of spaces - 22
- (e) Barton and Sherman (between Sherman and Kinrade) - Municipal Carpark Number 12 - Number of spaces - 35
- (f) Wentworth and Century - Municipal Carpark Number 60 - Number of spaces - 20

## **2. CORRESPONDENCE**

- (a) Yvonne M. Banks, Vice President of the Hamilton Farmers' Market Stallholders Association - request to appear as a delegation.

The Committee was in receipt of correspondence from Yvonne M. Banks, Vice President of the Hamilton Farmers' Market Stallholders Association dated 1994 March 30, requesting the opportunity to appear as a delegation. This matter was placed before the Committee for its consideration of this request.

Ms. Banks, along with Carmen Misale and Dave Majpruz of the Stallholders Association were in the meeting to observe the discussion on this issue.

The Committee agreed to hear from them.

Mr. Carmen Misale spoke on behalf of the group present, and asked that the recent increases on Stallholders be reconsidered.

Some discussion also ensued with respect to the recent lighting decision in the Market.

The Committee was also in receipt of an Information Report from the Manager of Administrative Services, dated 1994 April 15, respecting the 1994 Farmers' Market Fee Increases.

Following presentations by the Stallholders, and some discussions by the Committee, the Committee agreed to take the presentation of the delegations under advisement and to research the numbers referred to by the delegation on the deficit status and advise them accordingly.

## **4. ALDERMAN D. AGOSTINO - Oath of Allegiance for Elected Officials.**

The Committee was in receipt of correspondence from Alderman Agostino requesting that consideration be given to petitioning the Minister of Municipal Affairs to amend the Oath of Allegiance for Elected Officials to include reference to "Canada".

Considerable discussion ensued with respect to this matter, and a suggestion was made that the allegiance should be consistent with that used for New Canadian Citizens to say "and that I will faithfully obey the laws of Canada".

Following further discussion, the Committee agreed to receive and take no action on this matter.

**Note:** Alderman Agostino, Alderman Copps and Alderman Agro opposed.

6. STREET VENDORS AD HOC COMMITTEE - Street Vendors Program

The Committee was in receipt of a report from the Street Vendors Ad Hoc Committee (Alderman D. Drury, D. Agostino, B. Charters) dated 1994 April 18.

Discussion ensued with respect to this report and Alderman Copps expressed concerns with respect to the inclusion of a location at Ottawa Street in from of the YWCA, as well as the Courthouse location. It was indicated that both of these locations had been agreed to by the appropriate B.I.A.'s, and that as well provision is provided in the criteria for input from surrounding businesses.

The Committee then approved the following:

- (a) That the following proposed list of potential Street Vendors locations be approved:
  - (i) In front of Jarvis Square, near Clock Tower, King Street East
  - (ii) north-east corner Ferguson Avenue and King Street East
  - (iii) south-east corner Catharine and King Street East
  - (iv) south-west corner John and King Street East
  - (v) south-west corner James Street and King Street West (2 vendors)
  - (vi) Stelco Tower (north-side King Street West) (2 vendors)
  - (vii) Standard Life Building (north-side King Street West) (2 vendors)
  - (viii) City hall Forecourt
  - (ix) Courthouse (between Hughson and John Street South) (2 vendors)
  - (x) Ottawa Street North and Dunsmure (at YWCA) south-east corner
  - (xi) Victoria Avenue North and Barton Street East north-west corner
  - (xii) James Street North and Wilson north-east corner
  - (xiii) James Street South and King Street south-east corner (Royal Bank)
  - (xiv) Forest Avenue and James Street South south-east corner
  - (xv) Mountain Park Avenue (along the brow behind Henderson Hospital);
  - and,
- (b) That an Evaluation Criteria, which will be used in the request for proposals package, attached herewith and marked Appendix "A", be approved; and,
- (c) That the administration of the Street Vendors Program be assigned to the Streets Division, Department of Public Works; and,
- (d) That a five (5) member Selection Committee be appointed; and,
- (e) That the Regional Municipality of Hamilton-Wentworth be requested to consider the issue of Street Vending on Regional road allowances; and,
- (f) That By-law 85-66 as amended, be repealed, subject to the five existing street vending permits currently in force which would continue on the same terms and conditions until expiry of the current agreements, and which may be renewed by Council on the terms it directs.

**Note:** Alderman Copps opposed.



7. CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF LOCAL PLANNING - Women's Safety Audit Project

The Committee was in receipt of a joint report from the Chief Administrative Officer and the Director of Local Planning dated 1994 April 14, respecting the Women's Safety Audit Project.

Some discussion ensued with respect to the formation of a Safe City Committee with some suggestions that an alternative way of achieving such a Committee could be accomplished at no cost to the City.

The Committee moved that the Chief Administrative Officer contact the Hamilton Safety Council to determine whether it could expand its mandate to address Women's Safety issues.

The Committee then approved the following amended recommendation:

- (a) That, as a result of the Women's Safety Audit Project, co-ordinated by the Hamilton Status of Women Sub-Committee, in lieu of the establishment of a Safe City Committee, that the following actions be undertaken:
  - (i) That affected municipal departments and agencies be directed to identify outstanding issues of concern, the details of required improvements, potential associated costs, and budget implications, and report on these matters to the Chief Administrative Officer; and,
  - (ii) That the Status of Women Sub-Committee be requested to prioritize the relative importance of outstanding improvements required, in order that an implementation schedule and any necessary revisions to budgets may be developed; and,
  - (iii) That Staff of affected municipal departments and agencies be required to provide a report to the Chief Administrative Officer every six months, concerning the implementation of Safety Audit recommendations, which will be forwarded to the Status of Women Sub-Committee and the Finance and Administration Committee; and,
- (b) That the Hamilton-Wentworth Regional Police be requested to:
  - (i) Continue monitoring all domestic related violence and compiling a monthly report for the Ministry of the Solicitor General, by means of the Family Crisis Unit; and,
  - (ii) Place greater priority within Neighbourhood Watch Programs on the issue of violence against women; and,
- (c) That the City identify private property owners on whose lands factors of concern were identified in the Safety Audit; and convey these concerns to the owners, requesting their co-operation in improving safety; and,
- (d) That the Chief Administrative Officer contact the Hamilton Safety Council to determine if it can expand its mandate to include issues of Women's Safety.

8. CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF INFORMATION SYSTEMS - Operational Review of Information Systems Department

The Committee was in receipt of a joint report from the Chief Administrative Officer and the Director of Information Systems dated 1994 April 14. The Committee approved the following:

- (a) That the Draft Terms of Reference for the Operational Review of the Information Systems Department, as presented to the Finance and Administration Committee and available from the Secretary, be received and forwarded to the Study Steering Committee; and,
- (b) That the Draft Terms of Reference be forwarded, via Regional Council to the Administrative Services Committee for their information; and,
- (c) That the Manager of Purchasing be authorized to issue a Request for Proposals to Consulting firms for the Operations Review after the Steering Committee has approved of the Terms of Reference for the Study; and,
- (d) That the estimated cost of the Operations Review (\$100,000.) be shared equally between the City of Hamilton and the Region of Hamilton-Wentworth; and,
- (e) That the City's share of \$50,000. be financed from Account CH 56926-24010 (Comprehensive Audit).

9. FIRE CHIEF - Replacement of Fire Department Vehicles

The Committee was in receipt of a report from the Fire Chief dated 1994 April 12, respecting the above noted matter, and approved the following:

That funds be allocated from the Reserve for Replacement of Mobile Equipment for the replacement of Fire Department vehicles in 1994, in the estimated cost of \$54,000.

10. CITY CLERK - Request from the Hamilton & District Labour Council to purchase an advertisement (message)

The Committee was in receipt of a report from the City Clerk dated 1994 April 18, respecting the above noted matter. Discussion ensued with respect to this report, and the cost of \$700.

The Committee agreed to approve a recommendation at a reduced cost of \$400. for a half page advertisement.

The Committee approved the following amended resolution:

- (a) That the request from the Hamilton & District Labour Council to purchase an advertisement (message from the Mayor and Members of Council) in the upcoming 1994 Inaugural Yearbook for the Hamilton Labour Council, be approved at a cost not to exceed \$400.; and,
- (b) That funds for this expenditure be derived from the Advertising and Promotion Account CH 56302 12000.

**Note:** Mayor Morrow opposed.

**11. PRIVATE AND CONFIDENTIAL AGENDA**

The Committee then moved into an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session and approved the following:

**AA. CITY SOLICITOR AND DIRECTOR OF TRAFFIC SERVICES - City of Hamilton - ats- Gylland; Ontario Court (General Division) Action No: 23544/90.**

That the City of Hamilton settle Ontario Court (General Division) Action No. 23544/90 on the following terms:

- (a) That the City pay to the Plaintiffs Danielle Gylland and Carol-Anne Gylland, \$4,586., inclusive of all damages, costs, disbursements and interest; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That the Plaintiffs be required to dismiss Ontario Court (General Division) Action No. 23544/90 as against the Corporation of the City of Hamilton without costs, and that all crossclaims, Third Party Claims and Fourth Party Claims be dismissed without costs.

**BB. CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS****(i) City of Hamilton -ats- Botsford; Ontario Court (General Division) Action No. 38716/92**

- (a) That the City resolve Ontario Court (General Division) Action No. 38716/92 by the payment to the Plaintiffs, Alana and Anthony Patrick Botsford of the sum of \$6,800. inclusive of all claims for damages, interest and costs; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action No. 38716/92 dismissed without costs.

**(ii) City of Hamilton -ats- Timothy Tuck; Ontario Court (General Division) Action No. 37576/92**

- (a) That the City resolve Ontario Court (General Division) Action No. 37576/92 by the payment to the Plaintiffs, Timothy, Lisa, Danielle and Adam Tuck the sum of \$25,756.11 inclusive of all claims for damages, interest and costs; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor and to obtain Court approval of the infant portion of the settlement; and,
- (c) That the action be dismissed without costs.



ADDED - Report - Secretary, Single Tier Administrative Review Steering Committee -  
Funding - Implementation Plan for Amalgamation

The Committee was in receipt of an added report from the Secretary of the Single Tier Administrative Review Steering Committee regarding additional funding requirements. The Committee approved the following:


- (a) That the cost of \$34,000. to complete a report on the Implementation Plan for Amalgamation of the Law and Legal Services Departments, Clerks' Departments, and Treasury and Finance Departments be cost shared equally between the City and the Region; and,
- (b) That the City's share of the cost in the amount of \$17,000. be funded from the Reserve for Contingency Centre 00115; and,
- (c) That Regional Council be requested to share in the cost of completing the Implementation Plan in the amount of \$17,000.

13. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. ROSS, CHAIRPERSON  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1994 April 21



B (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 26

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Increased Cost of Two Local Improvement Projects

**RECOMMENDATION:**

That the City Solicitor be authorized to revise the appropriate By-laws for the following local improvement projects previously authorized by Council and the increased cost of the City's share in the total amount of \$35,000 be financed from the 1994 Capital Levy, Account Centre No. CH 22002:

- a) the City's share of the cost be revised from \$8,924 to \$33,924 for the construction of an alley between Fairfield Avenue North and Paling Avenue North from Britannia Avenue to the north limit of 255 Paling Avenue North (north-south alley).
- b) the City's share of the cost be revised from \$25,175 to \$35,175 for the construction of an alley first north of Barton Street East from Tragina Avenue North to Weir Street North (east-west alley).

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 1994 Capital Budget includes a provision for the City's share of Local Improvements-Residential in the gross amount of \$630,000 with a provincial subsidy of \$158,000 and a balance of \$472,000 to be financed from the 1994 Capital Levy. The City's share of Local Improvements approved in 1994 including this recommendation, amounts to \$35,000.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

TREASURY	
1994 APR 22	
ROUTE	REQD
A.C.R.	✓
I.R.	

**DATE:** 1994 April 21

**REPORT TO:** Mr. Kevin Christenson  
Secretary, Transport and Environment Committee

**FROM:** Mr. D. Lobo  
Director of Public Works

**SUBJECT:** Increased Costs for Two Local Improvement Projects

**RECOMMENDATION:**

- (a) That the estimated costs in the following local improvement projects be increased:
- i) Alley between Fairfield Avenue North and Paling Avenue North from Britannia Avenue to the north limit of 255 Paling Avenue North (north-south alley). Increase in the approved City Share from \$8,924 to \$33,924.
  - ii) Alley first north of Barton Street East from Tragina Avenue North to Weir Street North (east-west alley). Increase in the approved City Share from \$25,175 to \$35,175.
- (b) That the Finance and Administration Committee be requested to recommend a source of funds for these increased costs.

  
**D. LOBO, DIRECTOR OF PUBLIC WORKS**

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Provision has been made for these works in the 1994 to 2003 Capital Budget. The approval of these works will reduce the balance available in the City's Share to \$415,159.

The Region has received a tender for the above-noted projects. The tender costs for the Fairfield Avenue alley are \$10,000 in excess of the Engineer's estimates due to a difference in the bid price for the concrete base and an allowance for contingencies.

The tender costs for the Barton Street alley are \$25,000 in excess of the Engineer's estimates due to a difference in the bid price for the concrete base, an extra catchbasin and lead requiring an extension in the sewer to provide for future drainage if the alley is extended and an allowance for contingencies.

## BACKGROUND:

These works were approved by Council on the following dates:

- i) Alley between Fairfield Avenue North and Paling Avenue North from Britannia Avenue to the north limit of 255 Paling Avenue North (north-south alley). Item 28, 12th Report of the Transport & Environment Committee, 1993 September 28.
- ii) Alley first north of Barton Street East from Tragina Avenue North to Weir Street North (east-west alley). Item 22, 11th Report of the Transport & Environment Committee, 1993 August 31.

RPM/jdh  
*RPM*

- c.c. Ms. P. Noé Johnson, City Solicitor  
Mr. G. W. Lawson, Commissioner of Regional Finance  
Ms. S. Reeder, Secretary, Finance & Administration Committee  
Mr. A. Ross, City Treasurer  
Attention: G. Keith, Senior Accounting Clerk I  
Mr. D. Onishi, Director, Design & Construction, Roads Department





B (ii)

**CITY OF HAMILTON**  
**- INFORMATION -**

**DATE:** 1994 April 26

**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Status of Unclassified Revenue and Expenditures as at  
March 31, 1994

**BACKGROUND:**

Attached are the analyses of the Unclassified Revenue account and the Unclassified Expenditures account as at March 31, 1994.

<u>for the year ended 1993</u>		<u>Description</u>	<u>Budget</u>	<u>Actual to date</u>	<u>Balance Available (to come)</u>
<u>Budget</u>	<u>Actual</u>				
\$(50,000.00)	\$ (45,774.58)	Unclassified Revenue	\$(50,000.00)	\$( 4,657.33)	\$(45,342.67)
70,100.00	80,290.25	Unclassified Expenditures	70,000.00	14,993.12	55,006.88

These accounts are forwarded to this Committee on a monthly basis for the information of the members.

*Allan C. Ross*

KL:kl  
Attachment

CITY OF HAMILTON  
TREASURY

UNCLASSIFIED REVENUE  
AS AT MARCH 31, 1994

CENTRE NUMBER: CH 24201  
Appropriation: \$ 50,000.00

COMMISSIONS:

Bell Telephone	820.67
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SALES:

Photocopier Revenue	3.21
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MISCELLANEOUS:

Cheques Written Off/Reinstated	(10.56)
Witness Fees	6.00
Sales Tax	1.00
Vending Machine Revenues	3,766.00
Other Revenues	71.01

Total Revenue To Date	4,657.33
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Less: Appropriation	50,000.00
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Balance Available (To Come)	(45,342.67)
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CITY OF HAMILTON  
TREASURY

UNCLASSIFIED EXPENDITURES  
AS AT MARCH 31, 1994

Centre Number: CH 24210  
Appropriation: \$ 70,000.00

**UNCHEONS, DINNERS, SANDWICHES, COFFEES, ETC.**

City Council	391.24
Finance and Administration Committee	190.00
Parks and Recreation Committee	713.43
Planning and Development Committee	173.06
Transport and Environment Committee	623.48
Crystal Palace Subcommittee	144.90
Hamilton Historical Board	259.96
Citizen Advisory	97.13
Equitable Representation Advisory Board	0.00
Urban Design Subcommittee	62.16
Committee of Adjustment	95.46
Sesquicentennial Celebration Committee	30.52
CAIP Subcommittee	0.00
L.A.C.A.C.	257.52
License Subcommittee	175.65
Farmers Market Subcommittee	203.03
English Subcommittee	27.20
French Subcommittee	68.93
Taxi Advisory Committee	0.00
Insurance Advisory Subcommittee	0.00
Property Standards Subcommittee	0.00
Mum Show Subcommittee	143.52
Capital Budget Subcommittee	0.00
Current Budget Subcommittee	0.00
Football Hall of Fame	366.76
Management Team	525.40
Canusa Games Committee	0.00
Civic Charity Committee	12.99
Bingo Task Force	31.08
Hamilton Arts Award	99.72

1 Committee Expenditures

4,693.14

Continued on Page 2



CITY OF HAMILTON  
TREASURY

UNCLASSIFIED EXPENDITURES  
AS AT MARCH 31, 1994

MISCELLANEOUS

Collection Agency Fees	17.14
Flowers & Wreaths	192.59
Parking and Cab expenses	58.00
Hydro Charges – Road Sign	34.56
C.N.R. & C.P.R. Realty Tax	3,941.08
Corporate Challenge	476.01
ISC Paper Recycling Canada	4,140.60
Indoor Golf Tournament	150.00
Room rentals and meeting expenses – Various Boards	0.00
– Assessment Review Board	550.00
– Management Team	0.00
– Committee of the Whole	0.00
Legal Services – Fire Department	515.00
Dibenedetto Visit	225.00

Total Miscellaneous Expenditures	10,299.98
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Total Expenditures	14,993.12
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Less: Appropriation	70,000.00
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Balance Available	55,006.88
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B  
(iii)

**CITY OF HAMILTON**  
**- INFORMATION -**

**DATE:** 1994 April 27

**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Status of Hosting, Receptions and Related Accounts as at  
March 31, 1994

**BACKGROUND:**

Attached are the following analyses of accounts related to hostings and receptions as at March 31, 1994.

<u>for the year ended 1993</u>			<u>to March 31, 1994</u>		
<u>Budget</u>	<u>Actual</u>	<u>Description</u>	<u>Budget</u>	<u>Amount Spent &amp; Committed</u>	<u>Balance Available</u>
6,000.00	\$16,000.00	Hosting of Conferences with Municipal Subject Content	\$16,000.00	\$ 0.00	\$16,000.00
10,000.00	5,368.63	Receptions - City Hall	10,000.00	643.86	9,356.14
40,000.00	44,817.80	Special Civic Receptions and Delegation Hosting	45,000.00	12,673.54	32,326.46
15,000.00	14,400.76	Civic Pins, Medals and Rings	15,000.00	0.00	15,000.00
<u>7,620.00</u>	<u>7,186.88</u>	Use of City Hall	<u>7,620.00</u>	<u>814.12</u>	<u>6,805.88</u>
		- Outside Groups			
<u>38,620.00</u>	<u>\$87,774.07</u>		<u>\$93,620.00</u>	<u>\$14,131.52</u>	<u>\$79,488.48</u>

These accounts are forwarded to this Committee on a monthly basis for the information of the members.

*Allan C. Ross*

City Of Hamilton  
HOSTING OF CONFERENCES WITH MUNICIPAL SUBJECT CONTENT  
Account CH 55307 80040  
for the period ended March 31, 1994

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COUNCIL MEETING	DESCRIPTION	AMOUNT \$	TOTAL \$
-----	-----	-----	-----
		-----	
	Total Actual Expended and Committed to date		0.00
	LESS: Appropriation		16,000.00
			-----
	Balance Available		16,000.00
			=====



City of Hamilton  
RECEPTIONS – CITY HALL  
Account CH 55313 84010  
for the period ended March 31, 1994

DATE	DESCRIPTION	AMOUNT \$
94/01/19	Mayor's Office – Re: Barton Street Committee	15.54
94/01/25	Russian Delegation	15.54
94/01/26	Mayor's Office	7.22
94/01/27	Mayor's Office	7.77
94/02/01	Black History Month	131.81
94/02/06	Caribbean Pot Pourri	152.63
94/02/27	Mayor's Office	90.97
94/02/28	Community Based Conflict Resolution Centre	16.65
94/03/02	Premier's Visit	78.03
94/03/04	Women's Inter Church Council	98.40
94/03/07	Visit of Danulle Wethrup – Ministry of the Environment	29.30
	Total Actual Expended to Date	643.86
	LESS: Appropriation	10,000.00
	Balance Available	9,356.14

City of Hamilton  
SPECIAL CIVIC RECEPTIONS AND DELEGATION HOSTING  
Account CH 55314 84010  
for the period ended March 31, 1994

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COUNCIL MEETING	DESCRIPTION	AMOUNT \$	TOTAL \$
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-	Payment of Invoice - Use of Convention Centre "Steel Symposium" - Meeting/Luncheon Steel companies unions, City & Regional Council	1,259.68	
-	Italian Concert - Mohawk College Sheraton Hamilton - Accommodations	413.86	
	Total Expended		1,673.54
ADD: Commitments			
93/11/09	Hamilton International Air Show June 18, 1994	7,000.00	
94/04/26	Environment and Economy Excellence Week May 1 - 6, 1994	1,000.00	
94/04/26	Ontario Special Olympics Spring Games May 5, 1994	3,000.00	
	Total Committed		11,000.00
	Total Actual Expended and Committed to date		12,673.54
	LESS: Appropriation		45,000.00
	Balance Available		32,326.46
			=====

City of Hamilton  
CIVIC PINS, MEDALS AND RINGS  
Account CH 56126 84010  
for the period ended March 31, 1994

DATE

DESCRIPTION

AMOUNT  
\$

Total Actual Expended to Date

0.00

LESS: Appropriation

15,000.00

Balance Available

15,000.00



City of Hamilton  
USE OF CITY HALL—OUTSIDE GROUPS  
Account CH 55222 10034  
for the period ended March 31, 1994

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DATE	DESCRIPTION	AMOUNT \$
93/12/31	New Year's Eve Celebrations	300.34
94/02/04	Heaven Piano Co. — Tuning Piano — Council Chambers	88.80
94/02/06	Black History Month	195.22
94/03/06	Mundalization Committee	229.76
		<hr/>
	Total Actual Expended to Date	814.12
	LESS: Appropriation	7,620.00
		<hr/>
	Balance Available	6,805.88
		=====

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 27

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Appointments To and Terminations From Permanent  
Positions with the Corporation of the City of Hamilton  
(C-009-094)

**RECOMMENDATION:**

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to April 27, 1994 be approved.

\_\_\_\_\_  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

Attached.

# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Thomas Bradley	Manager of Purchasing	Treasury	Retired (Early)	33 years, 10 months	April 29/94
Mr. Gino Fuciarelli	Sports Groundskeeper II	Public Works	Retired (Early)	29 years, 10 months	March 31/94
Mr. Roy Hammel	Manager of Accounting	Treasury	Retired (Early)	29 years, 10 months	April 29/94
Mr. Rae Ilton	Building Inspector	Building	Retired (Early)	20 years, 8 months	March 31/94
Mr. James Keenan	Lead Hand/Truck Driver	Public Works	Resigned	17 years, 9 months	April 04/94
Mr. John Maracle	Yard Attendant	Public Works	Retired (Early)	22 years, 8 months	March 31/94
Mr. Wilburt McConnell	Caretaker	Property	Retired (Early)	23 years, 4 months	April 29/94

Prepared April 27/94

<u>Glossary of Terms</u>	
Terminated - long term disability	Resigned - personal betterment
- discharge	- personal reasons
- downsizing	
- redundant	



# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Dennis Airth	I	Probationary Fire Inspector (N1A)	Fire	Replacing Mr. B. Hunt - retired Oct. 29/93	\$36,867.15	April 18/94
Mr. George Almas	I	Platoon Chief (C12)	Fire	Replacing Mr. J. McCallum - retired Oct. 28/93	\$72,764.50	March 27/94
Mr. Bill Ball	I	Dispatcher (12H)	City Clerk	Replacing Mr. W. Freeman - retired Dec. 31/93	\$33,176.00 to \$36,308.48	March 21/94
Mr. James Bursey	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. W. Shrubbsall - retired Oct. 30/93	\$34,234.08	April 18/94
Mr. Leo Cascioli	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. R. Knowles - retired Oct. 28/93	\$34,234.08	April 18/94
Ms. Dianne Collins	I	Educational Officer (O)	Culture & Recreation	Departmental Restructuring - Approved by Committee of the Whole Feb. 11/94	\$34,001.76 to \$39,962.52	April 05/94

Prepared April 27/94

Status	
Internal	I
External	E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Ms. Candiss Corbin	I	Parking Control Officer (131)	Traffic	Additional Staff - Council Approved Dec. 14/93	\$32,560.32 to \$37,396.32	April 11/94
Mr. James Dol	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. W. Dowhan - retired Oct. 31/93	\$34,234.08	April 04/94
Mr. Frank Genovese	I	Building Inspector (25A)	Building	Replacing Mr. J. Finlay - resigned Sept. 04/90	\$42,280.16 to \$48,626.76	April 01/94
Mr. Kevin Hodges	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. G. Bartlett - retired Aug. 31/93	\$34,234.08	April 18/94
Mr. Zoran Kristo	I	Building Inspector (25A)	Building	Replacing Mr. W. Pooler - retired June 29/90	\$42,280.16 to \$48,626.76	April 01/94
Mr. Rick Kuipers	I	Building Inspector (25A)	Building	Replacing Mr. R. Ilton - retired March 31/94	\$42,280.16 to \$48,626.76	April 01/94

Prepared April 27/94

Status

Internal - I  
External - E

THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. David Loewen	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. C. Britton - retired Oct. 30/93	\$34,234.08	April 18/94
Mr. Steve Marshall	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. J. Davidson - retired Oct. 26/93	\$34,234.08	April 18/94
Mr. Mark Matthews	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. D. Anderson - retired Oct. 30/93	\$34,234.08	April 18/94
Mr. Brett McCallum	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. C. Ratkowski - retired Oct. 26/93	\$34,234.08	April 18/94
Mr. Paul Ormond	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. R. Andrews - retired Oct. 26/93	\$34,234.08	April 18/94
Mr. Larry Power	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. J. Rumbles - retired Oct. 29/93	\$34,234.08	April 18/94

Prepared April 27/94

Status	
Interf	1



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Andrew Stanislawczyk	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. J. Cheeseman - retired Oct. 28/93	\$34,234.08	April 18/94
Mr. Douglas Tam	I	Building Inspector (25A)	Building	Replacing Mr. I. Domenic - retired Aug. 30/91	\$42,280.16 to \$48,626.76	April 01/94
Mr. Robin Taylor	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. D. Johnstone - retired Oct. 28/93	\$34,234.08	April 18/94
Mr. Albert Vandenaeker	I	Platoon Chief	Fire	Replacing Mr. A. Chalmers - retired Oct. 26/93	\$72,764.50	March 27/94
Mr. James Winn	I	Chief Fire Prevention (C12A)	Fire	Replacing Mr. D. Peters - retired Oct. 29/93	\$72,764.50	March 27/94

Prepared April 27/94

Status	
Internal	- I
External	- E

D.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 28

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property  
Property Department

APR 28 1994

**SUBJECT:** Closure of Property Department Capital Projects

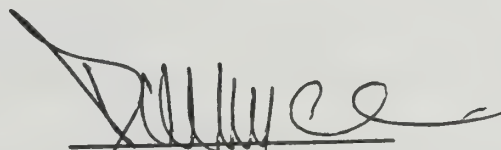
**RECOMMENDATION:**

That the City Treasurer be directed to close the following Capital Project account with any excess funding to be transferred to its original source of financing:

Capital Centre Number	Project Description	Authorized Gross Cost	Expended/ Committed To Date	Balance Available	Source(s) of Financing
a) 319341011	125 Barton West - Roof Replacement	\$300,000.00	\$284,282.09	\$15,717.91	Reserve for Capital Projects
TOTAL				\$15,717.91	

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See above recommendation.

  
D. W. Vyce

**BACKGROUND:**

The work relating to this project has been completed, and therefore the affected account can be closed. The savings realized on this project are attributable to a change regarding material requirements.

1994 April 28  
Finance and Administration Committee  
Page 2

JC/dcr

c.c. Allan C. Ross, Treasurer, Treasury Department  
Attention: N. R. Adhya  
R. Swan, Manager, Building Operations & Maintenance Division  
J. Cerio, Manager of Administration, Property Department



E (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 29

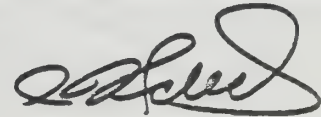
**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Temporary Extension of Liquor Licence - Cricket's  
Eatery, 1900 King Street East

**RECOMMENDATION:**

That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of, and has no objection, to the issuance of an extension of liquor licence permit to Cricket's Eatery located at 1900 King Street East on Sunday, 1994 May 22nd from 7:00-11:00 p.m. for the purpose of holding a "Spring Fling" in conjunction with the Rosedale Business Association.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The Liquor Licence Board of Ontario has requested that Cricket's Eatery obtain a letter from the City to indicate that the municipality is aware of, and has no objection, to the issuance of a temporary extension of liquor licence for this outdoor event.

Cricket's Eatery at 1900 King Street East, applied for this extension for the purpose of holding a fundraising event to assist the Rosedale Business Association.

The City's letter of support does not grant the extension, but rather allows the LLBO to consider the application for approval.

cc Alderman G. Copps  
Alderman D. Wilson



E (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 29

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Special Occasion Permit - St. Mary's Portuguese Parish  
Festivals

**RECOMMENDATION:**

That the Council of the Corporation of the City of Hamilton deem the annual festivals of the St. Mary's Portuguese Parish to be held 1994 May 21-22 (St. Holy Spirit Fraternity); 1994 July 2-3 (St. Peter's Holy Fraternity); 1994 August 12-14 (Our Lady of the Angels); 1994 August 19-21 (St. Cecilia Festival) to be community festivals of municipal significance, and as such have no objection to the issuance of a Special Occasion Permit for these Festivals, on the condition that the Permits specify a time limit of 11:00 o'clock p.m.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

All of these Festivals will take place at St. Mary's Green Area, 25 Sheaffe Street, situated on the east side of the Church.

The LLBO has advised the applicants that the City of Hamilton must declare these events to be "community festivals of municipal significance" in order for them to qualify for the issuance of Special Occasion Permits.

The City's deeming of these Festivals as municipally significant, does not grant approval of Special Occasion Permits, but rather allows the LLBO to consider the applications for approval.





E (iii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 28

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Heart and Stroke Foundation's  
Big Bike Ride for Stroke - 1994 May 20

**RECOMMENDATION:**

- a) That approval be granted to the Heart and Stroke Foundation of Ontario to use the City Hall forecourt on Friday, 1994 May 20 from 10:00 a.m. to 2:00 p.m. as the start and finish point and registration area for its "Big Bike Ride for Stroke" fundraising event; and,
- b) That the City Clerk be given the authority to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

The Big Bike Ride for Stroke is a special event developed by the Heart and Stroke Foundation to create awareness and raise funds for the fight against stroke. It is a community-based, non-competitive event that embodies team spirit, physical activity and fun.

The Big Bike event has been a successful event for the Heart and Stroke Foundation and has been running annually since 1989.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division





F.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 19

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** T. Bradley  
Manager of Purchasing

**SUBJECT:** Supply and delivery of Fine Paper to Various  
Departments, as and when required during 1994

**RECOMMENDATION:**

That a purchase order be issued to Graphic Papers, Kitchener, for the supply and delivery of fine paper to various department as and when required during 1994, being the lowest complete of four tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and be financed through various approved accounts.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**  
N/A

*T. Bradley*

**BACKGROUND:** Tender analysis based on estimated usage of 13 categories of Fine Paper

	<u>Actual Prices</u>	<u>Analysis of Prices using Lowest prices submitted</u>
Graphic Papers, Kitchener	\$77,917.89	\$77,917.89
Intercity Paper, Mississauga	59,603.30 i)	81,072.59
Buntin Reid, Mississauga	77,036.50 ii)	82,006.04
Xerox Canada, Hamilton	85,870.71 iii)	89,774.81

Incomplete: Bid i) 5 items, ii) 8 items, iii) 7 items and bid a substitute on 1.



G.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 29

**REPORT TO:** Alderman D. Ross, Chairperson & Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Minutes of the Joint Meeting of the Roomers and Boarders Task Force - meeting held Thursday, 1994 March 31.
- (b) Information Report - Treasurer - Message on 1994 Levy Tax Bills - dated 1994 April 28th
- (c) Information Report - Fire Chief - 1993 Hamilton Fire Department Annual Report - dated 1994 April 27th

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND;**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure following for these matters is recorded.







CITY COUNCIL  
HAMILTON, CANADA

**Alderman Don Drury**

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 545-7077 - WARD 3

1994 April 8

2.

**Mrs. Susan Reeder**  
**Secretary**  
**Finance and Administration Committee**

Dear Madam Secretary:

Would you please note the attached correspondence dated March 18, 1994 and the reply dated March 31, 1994.

Would you please forward this on as a discussion item to the May Finance and Administration Committee meeting.

Sincerely,

**Don Drury**  
**Alderman, Ward 3**

**DD:rd**  
**Encls.**

## **LAW DEPARTMENT**

### **MEMORANDUM**

\*\*\*\*\*

**TO:** Alderman D. Drury  
Alderman, Ward 3  
Aldermen's Office

**YOUR FILE:**

**FROM:** Ron A. Sabo  
Solicitor

**OUR FILE:**  
**PHONE:** (416) 546-4638

**SUBJECT: JUNK MAIL**

**DATE: 1994 March 31**

A copy of your memorandum of March 18, 1994 is attached, which outlines the questions answered below:

1. "Mail" is anything given to Canada Post for delivery. Including advertising flyers. There is no such thing as "unaddressed mail", as every piece of mail is to be delivered to an address. Mail is mail from the time it is given to Canada Post, until delivery. A flyer is "mail" even if Canada Post decides to hire a private distribution company as an agent for deliveries. Distribution companies are able to operate independent of the post office when they are hired by the advertiser directly. Distribution companies are not delivering "mail", unless they are acting as an agent for Canada Post. This is similar to when the City hires an agent to do road construction, the City is still the owner of the road and responsible for the work, even though a private company is constructing. Canada Post is allowed to hire agents, and sometimes finds a private company is convenient or cheaper for certain mail deliveries.

2. Canada Post must deliver the mail, it is their mandate. Canada Post is governed by federal law which requires it to deliver the mail, and makes interfering with delivery of the mail by others a federal offence. The City cannot interfere with the delivery of mail by Canada Post or its agents. Postal service is exclusively a federal undertaking under The Constitution Act of Canada, 1867, and the province does not have any control. Regulation and licensing to prevent the delivery of unwanted mail would not fall under any provincial powers, and would directly conflict with federal law. Canada Post was created to deliver mail, and it would not be possible to prevent delivery by them, or to require or withhold a city "handbill" licence.

3. Residents should contact Canada Post with complaints, or to learn the proper way to return mail. A flyer is not misdelivered just because the recipient does not want it; it has in fact been delivered to the proper address. Dropping flyers or other unwanted materials into a mail box may be an offence under the Canada Post Corporation Act. Maximum penalties under the Act for each offence are five years imprisonment. Residents should speak directly with the sender of unwanted mail or Canada Post. When delivering mail Canada Post requires that it be deposited in the mail receptacle for the property. They will address complaints about the manner of delivery, including deliveries of flyers made by agents.



Ron A. Sabo  
Solicitor

/RAS  
Attach.

c.c. P. Noé Johnson, City Solicitor



elect 20-2-2



CITY COUNCIL  
HAMILTON, CANADA

**Alderman Don Drury**

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 545-7077 - WARD 3

1994 March 18

**Chairman and Members of the  
Finance and Administration Committee**

**Dear Chairman and Members:**

**JUNK MAIL**

Over the past few years I have received complaints from various constituents concerning the delivery of unwanted "junk mail". The City has been affective in responding to these concerns with regard to the passage of a by-law requiring the delivering agents to place the material into a mailbox rather than just leave it scattered on a citizens porch or verandah.

However, the Post Office is now in the process of delivering junk mail on a regular basis and I am not aware of the Post Office providing our City with the payment for licences nor do they necessarily fall under our control in by-law as their competitors are forced to do.

In order to deal with this situation effectively, I would be most appreciative if the Committee would direct the Legal Department to provide us with the following information:

1. Does the federal legislation governing the Post Office extend to the distribution of flyers and unaddressed mail? If so, how are the other distribution companies able to operate?
2. If the Post Office does not have the mandate specifically within the legislation to deliver unaddressed mail or advertising flyers, can they now be brought under the auspicious of the city by-law which controls such activity? If not, why?
3. Does the resident have the right to return unaddressed mail and advertising flyers to the Post Office via a mail box?

Sincerely,

**Don Drury  
Alderman, Ward 3**

DD:jf



3(a)

**OFFICE OF THE CITY CLERK**  
**MEMORANDUM**

\*\*\*\*\*

<b>TO:</b>	Susan K. Reeder, Secretary Finance and Administration Committee	<b>YOUR FILE:</b>	
<b>FROM:</b>	Mr. J. J. Schatz City Clerk Office of the City Clerk	<b>OUR FILE:</b> <b>PHONE:</b>	 546-2727
<b>SUBJECT:</b>	Referral back by City Council - Sale of Municipal Carparks	<b>DATE:</b>	1994 April 28

Please be advised that Hamilton City Council, at its meeting held Tuesday, 1994 April 26th, referred back the following three locations listed in Section 8 of the Seventh Report for 1994 of the Finance and Administration Committee:

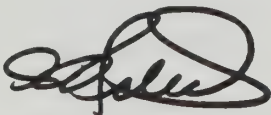
- (a) 897 Barton Street - Municipal Carpark Number 54 - Number of spaces - 12
- (b) 1368 Barton Street - Municipal Carpark Number 58 - Number of spaces - 22
- (e) Barton and Sherman (between Sherman and Kinrade) - Municipal Carpark Number 12 - Number of spaces - 35

City Council approved sub-section (c), (d), and (f) of Section 8.

Attached herewith for the reference of the Committee is a copy of Section 8, as amended.

Would you please ensure that these three referral locations are placed back before the Finance and Administration Committee for consideration. By copy of this memo, I am herewith confirming to the General Manager of The Parking Authority of the City of Hamilton of the three locations as referenced above which were approved by City Council in order that he can take the appropriate action.

JJS/SKR



Attachment

cc Peter Baker, General Manager, The Parking Authority of the City of Hamilton  
A. Ross, Treasurer

Subjoined is a true copy of Section 8, as amended of the **SEVENTH** Report for 1994 of the Finance and Administrative Committee which was adopted by Hamilton City Council at its meeting held Tuesday, 1994 April 26:

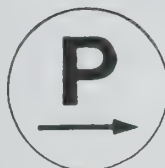
8. That the following list of Municipal Carparks be approved for sale by the City through the usual process of property dispositions by way of the Property Department:

- (a) 897 Barton Street - Municipal Carpark Number 54 - Number of spaces - 12  
REFERRED BACK.
- (b) 1368 Barton Street - Municipal Carpark Number 58 - Number of spaces - 22  
REFERRED BACK.
- (c) 195 Parkdale Avenue North - Municipal Carpark Number 63 - Number of spaces - 22
- (d) Barton and Grosvenor (east side) - Municipal Carpark Number 39A - Number of spaces - 22
- (e) Barton and Sherman (between Sherman and Kinrade) - Municipal Carpark Number 12 - Number of spaces - 35  
REFERRED BACK.
- (f) Wentworth and Century - Municipal Carpark Number 60 - Number of spaces - 20



CHAIRMAN:  
ALDERMAN VINCE AGRO

MEMBERS  
ALDERMAN DOMINIC AGOSTINO  
ALDERMAN FRANK D'AMICO



# THE PARKING AUTHORITY OF THE CITY OF HAMILTON

PETER G. BAKER  
GENERAL MANAGER

TELEPHONE (905) 523-7275  
FAX (905) 523-0878

80 MAIN STREET WEST, HAMILTON, ONTARIO L8P 1H6

## RECOMMENDATION

DATE: March 24, 1994

REPORT TO: Susan Reeder, Secretary  
Finance and Administration Committee

FROM: Peter G. Baker, General Manager  
The Parking Authority of the City of Hamilton

SUBJECT: Sale of Municipal Carparks

RECOMMENDATION: That the attached list of Municipal Carparks be approved for sale by the City through the usual process of property dispositions by way of the Property Department.

FINANCIAL IMPLICATION: Presently these sites are not financially viable to the **Parking Authority** and their sale will not affect the merchants affected in the areas concerned. The proceeds from the sales will be deposited to the Reserve for Offstreet Parking and the funds subsequently used to assist with the acquisition and development of further municipal parking throughout the City.

BACKGROUND: The **Parking Authority** has studied each site over an extended period of time and considered the inventory of parking stalls remaining in the areas affected. Further, each location has been discussed with the Aldermen for the various wards affected. The **Parking Authority** Board approved this action at its meeting of February 17, 1994. You may also recall that most of these sites had been referred to the Committee several months ago and certain locations were studied further as a consequence.

App'd by Committee

1994 April 21

App'd by Council

1994 April 26

Recommendations by Peter G. Baker



MUNICIPAL CARPARKS SALE

DELETE

(1) 11 Cheever Street  
11 William Street  
Municipal Carpark Number 46  
Number of spaces 36

(2) 897 Barton Street  
Municipal Carpark Number 54  
Number of spaces 12

(3) 1368 Barton Street  
Municipal Carpark Number 58  
Number of spaces 22

(4) 195 Parkdale Avenue North  
Municipal Carpark Number 63  
Number of spaces 22

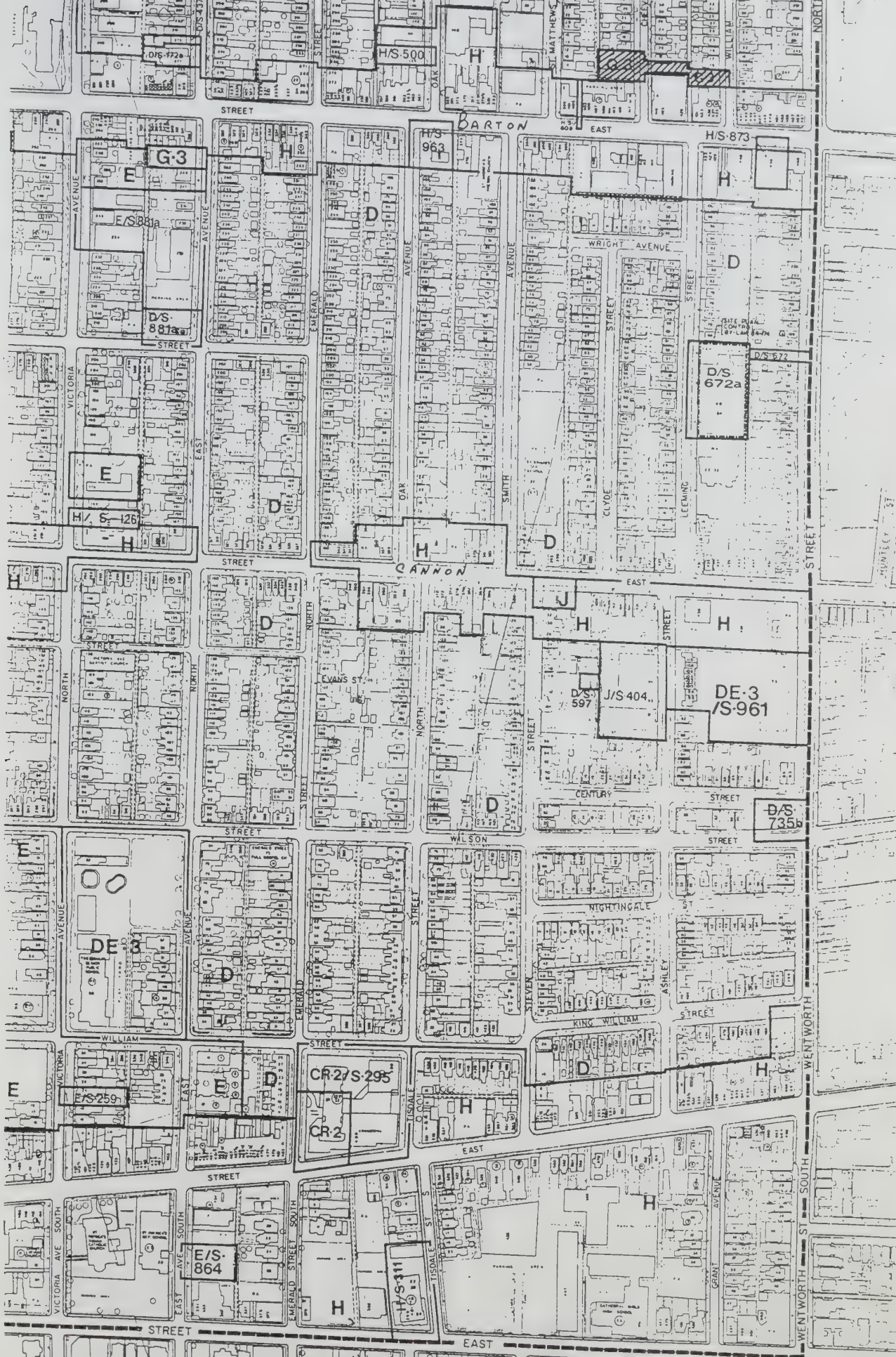
(5) Barton and Grosvenor (East side)  
Municipal Carpark Number 39A  
Number of spaces 22

(6) Barton and Sherman (between Sherman and Kinrade)  
Municipal Carpark Number 12  
Number of spaces 35

DELETE

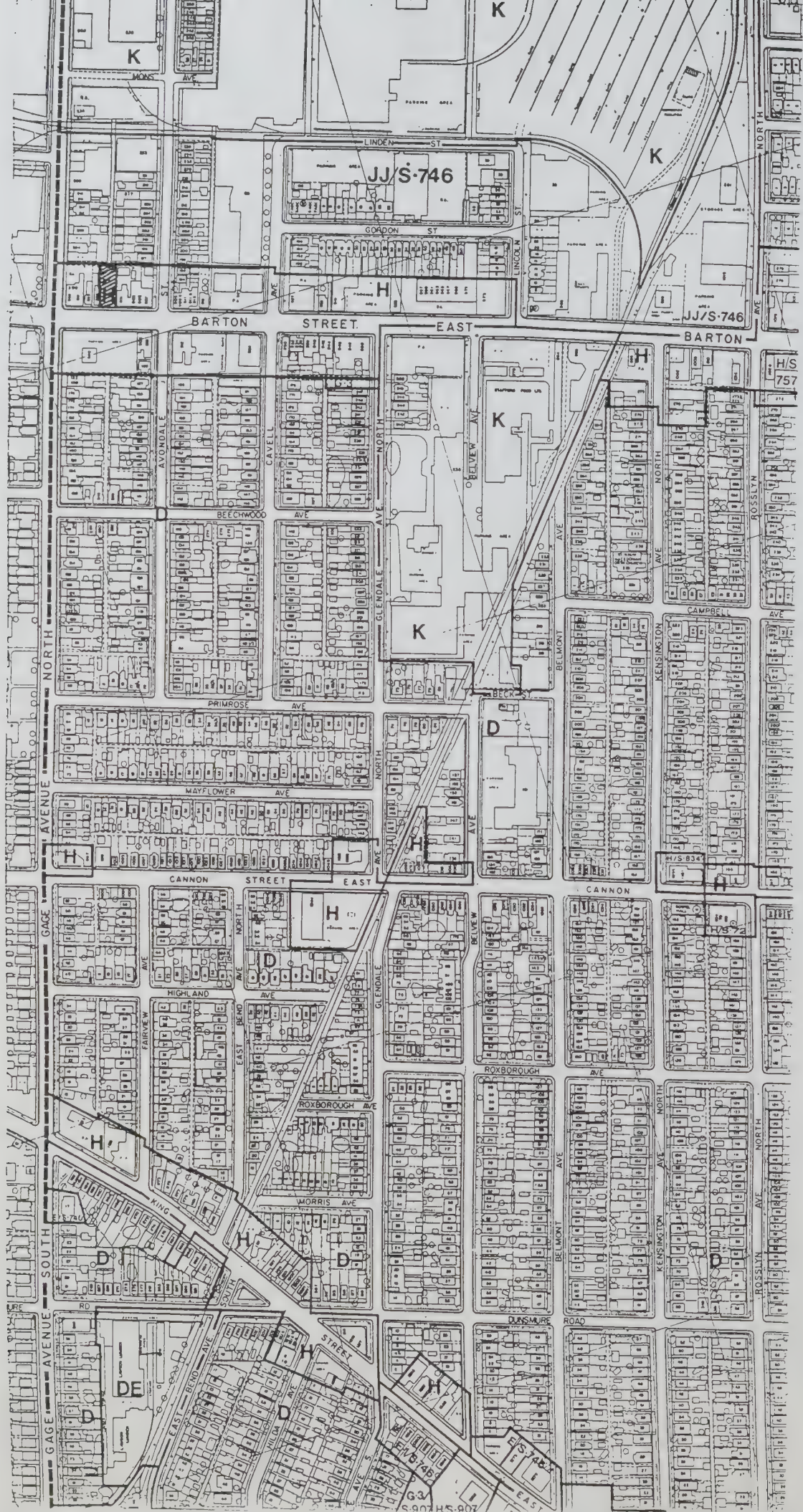
(7) Kenilworth and Dunsmure  
Municipal Carpark Number 30  
Number of spaces 10

(8) Wentworth and Century  
Municipal Carpark Number 60  
Number of spaces 20



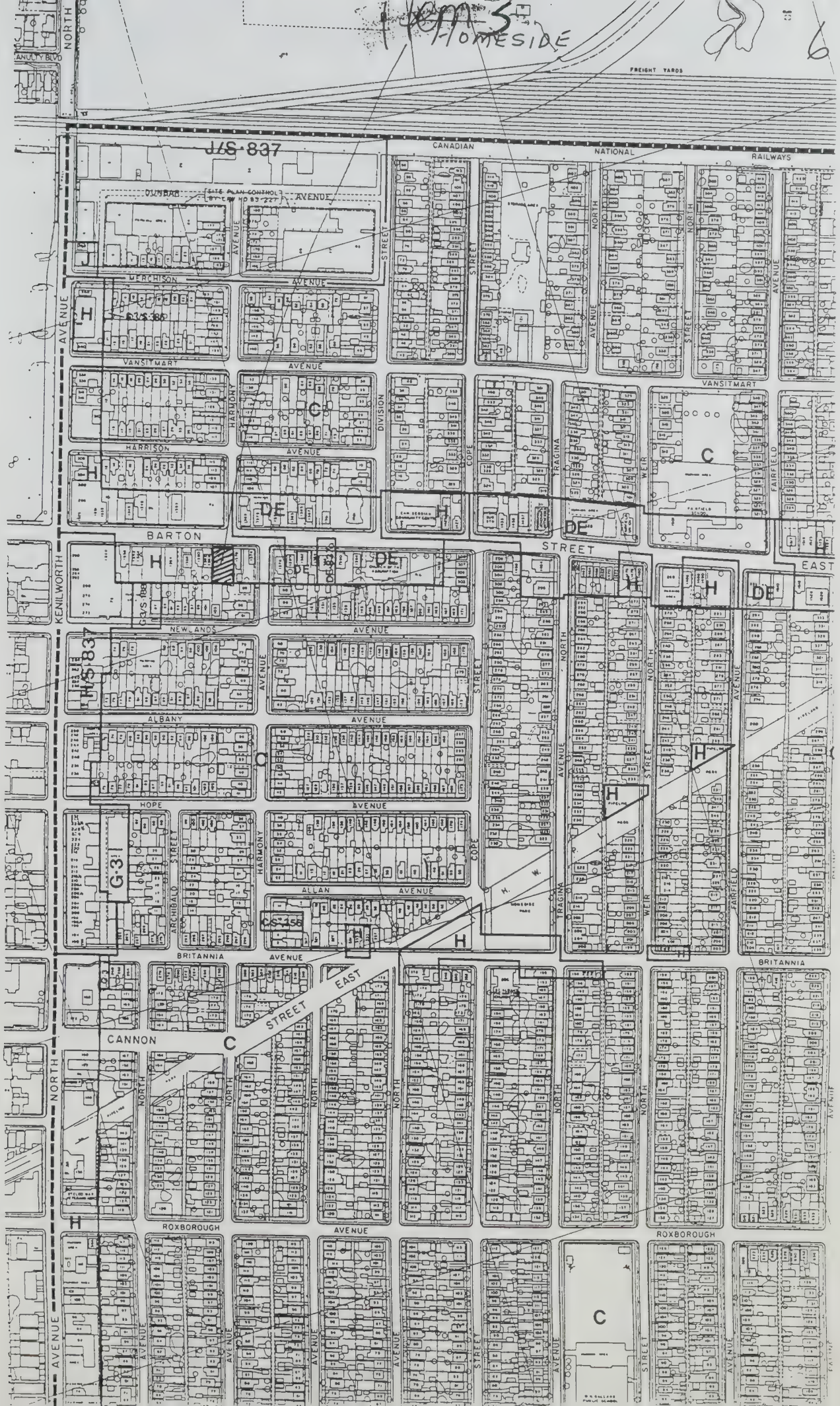
LANDSDALE *em*



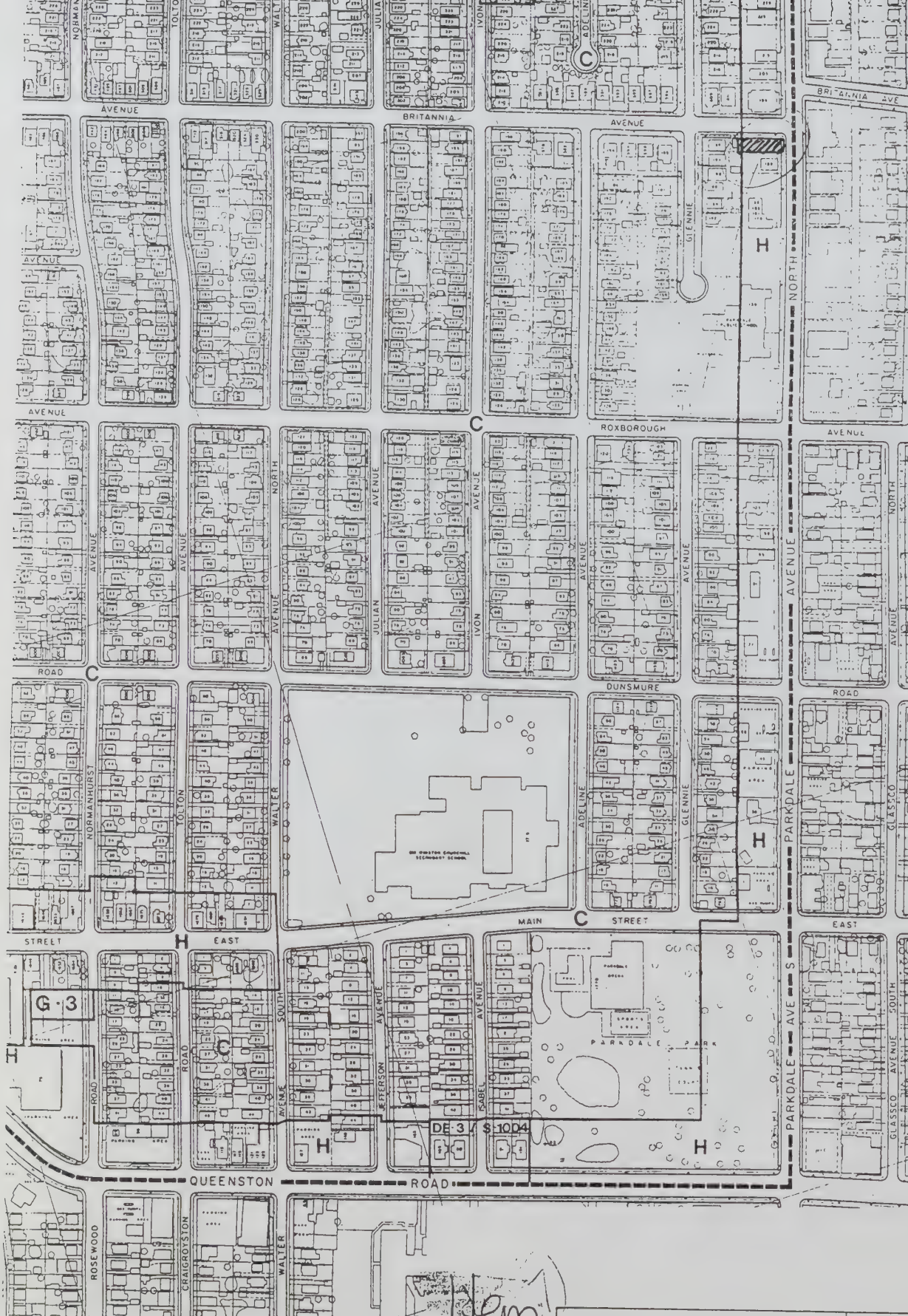


CROWN  
POINT  
1/10/11  
2









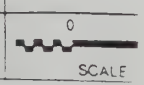
Handwritten notes and signatures, including a large '4' and a signature that appears to be 'J. Dem'.

74	75	109
66	105	100
9	52	51

CIT  
NO

This is not a Legal Document  
For Zoning Verification Please  
Contact City Building Department.

Neighbourhood Boundary  
Zoning Boundary.



NORMANHURST

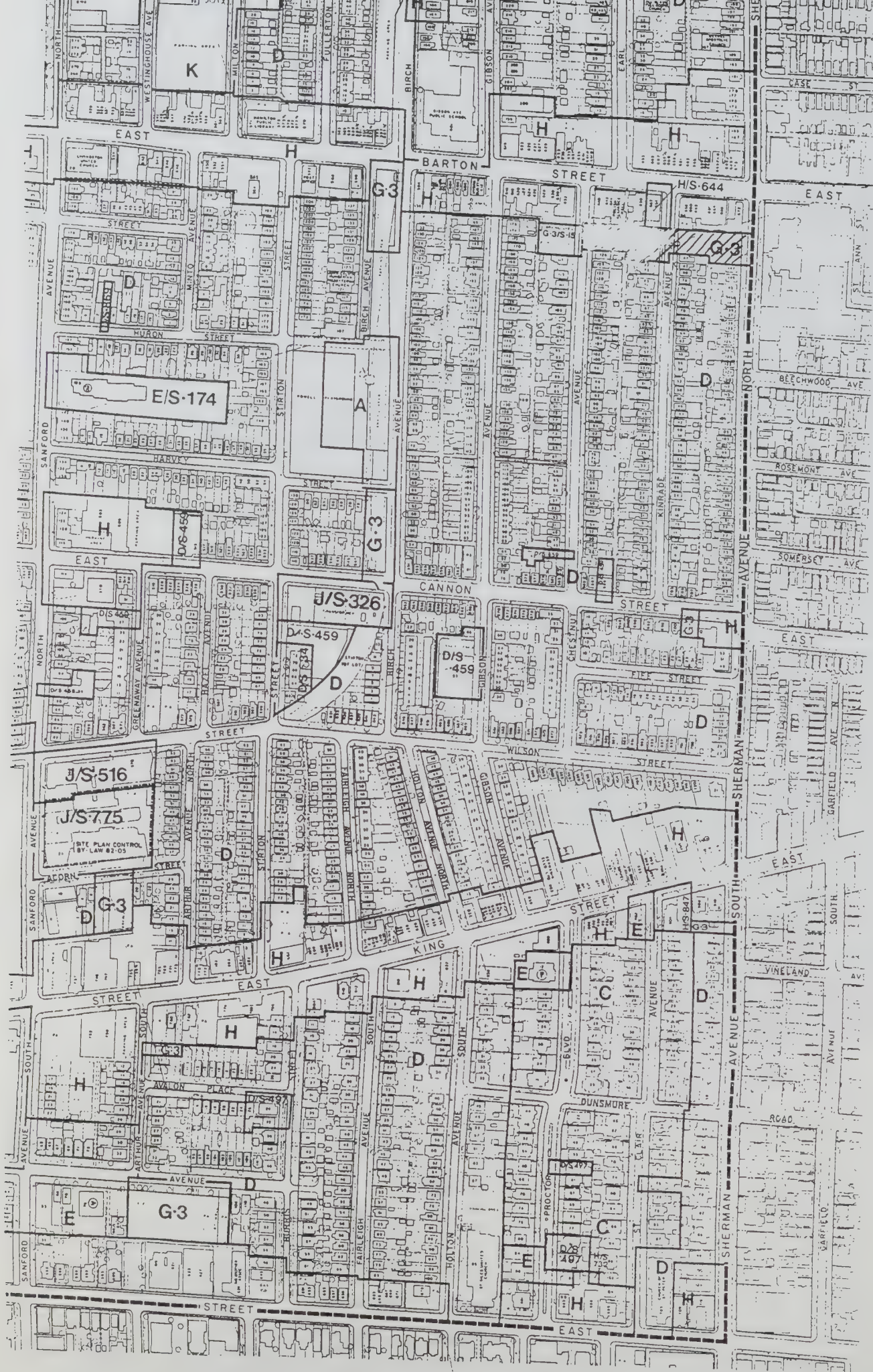




Item  
#5

<table border="1"> <tr> <td>71</td> <td>72</td> <td>73</td> </tr> <tr> <td>126</td> <td>35</td> <td>34</td> </tr> <tr> <td>12</td> <td>37</td> <td>36</td> </tr> </table> <p>This is not a Legal Document For Zoning Verification Please Contact City Building Department.</p> <p>Neighbourhood Boundary Zoning Boundary.</p> <p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton-Wentworth.</p>	71	72	73	126	35	34	12	37	36	<p>CITY OF HAMILTON</p> <p><b>CROWN POINT WEST</b></p> <p><b>ZONING</b></p> <p>0 100m SCALE 50m</p> <p>PLANNING UNIT NO. 6605</p> <p>JANUARY 1990</p> <p>PAGE NO. 35</p>
71	72	73								
126	35	34								
12	37	36								



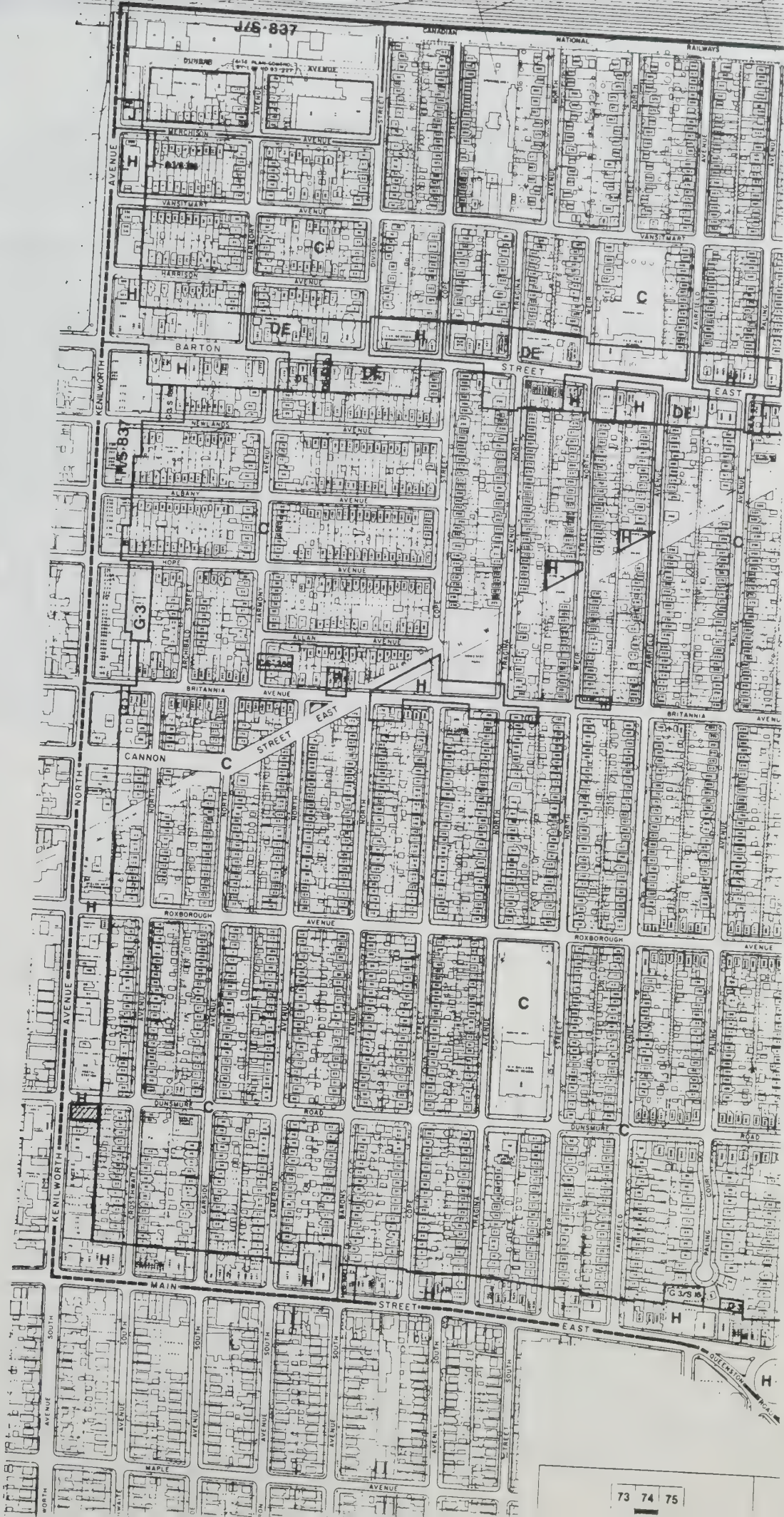


GIBSON

6

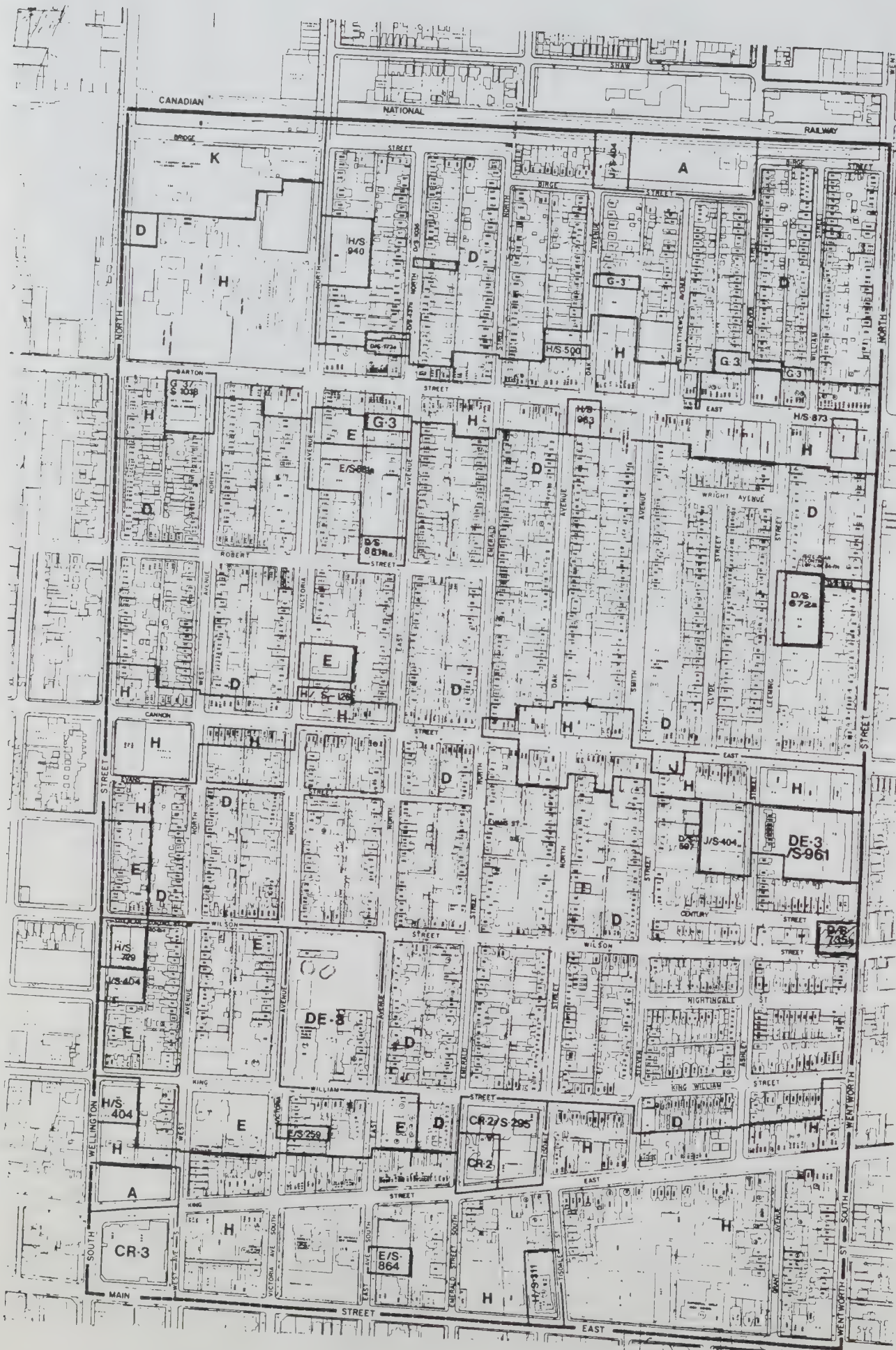


J/S-837



Handwritten notes: "H.m.H" and a large "L" below it.





# OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

## MEMORANDUM

\*\*\*\*\*

TO: P. Baker  
General Manager, Parking Authority  
D. Lobo  
Director of Public Works

YOUR FILE:

FROM: J.G. Pavelka, P.Eng  
Chief Administrative Officer

OUR FILE:  
PHONE: 546-4535

SUBJECT: Municipal Carparks #46 and #30

DATE: 1994 April 25

The Finance and Administration Committee approved the Parking Authority's recommendation to sell off municipal carparks surplus to the Parking Authority's needs with the following exceptions:

- #1. 11 Cheever Street  
11 William Street  
Municipal Carpark #46"
- #7. Kenilworth and Dunsmure  
Municipal Carpark #30"

Alderman Copps was particularly interested in determining whether or not the Parks Division could better utilize this parking lot at Kenilworth and Dunsmure to create a parkette or some additional green space in Ward 4.

Other Aldermen were concerned about selling municipal carpark #46, wondering if Barton Street redevelops, then would this lot be required for parking.

Please pursue these matters with the Ward Aldermen to determine how to resolve these issues.

JGP/jt

cc: Mayor R.M. Morrow  
Alderman G. Copps, Ward 4  
S. Reeder, Legislative Assistant





3(b)

**OFFICE OF THE CITY CLERK**  
**MEMORANDUM**

\*\*\*\*\*

TO:	Susan K. Reeder, Secretary Finance and Administration Committee	YOUR FILE:
FROM:	Mr. J. J. Schatz City Clerk Office of the City Clerk	OUR FILE: PHONE: 546-2727
SUBJECT:	Referral back by City Council - Potential Street Vendor location	DATE: 1994 April 28

Please be advised that City Council at its meeting held Tuesday, 1994 April 26th referred back sub-section (x) of Section 9 of the Seventh Report for 1994 of the Finance and Administration Committee as follows:

- (a) That the following proposed list of potential Street Vendors locations be approved:
- (i) In front of Jarvis Square, near Clock Tower, King Street East
  - (ii) north-east corner Ferguson Avenue and King Street East
  - (iii) south-east corner Catharine and King Street East
  - (iv) south-west corner John and King Street East
  - (v) south-west corner James Street and King Street West (2 vendors)
  - (vi) Stelco Tower (north-side King Street West) (2 vendors)
  - (vii) Standard Life Building (north-side King Street West) (2 vendors)
  - (viii) City hall Forecourt
  - (ix) Courthouse (between Hughson and John Street South) (2 vendors)
  - (x) Ottawa Street North and Dunsmuir (at YWCA) south-east corner  

REFERRED BACK.
  - (xi) Victoria Avenue North and Barton Street East north-west corner
  - (xii) James Street North and Wilson north-east corner
  - (xiii) James Street South and King Street south-east corner (Royal Bank)
  - (xiv) Forest Avenue and James Street South south-east corner
  - (xv) Mountain Park Avenue (along the brow behind Henderson Hospital);  
and,

1994 April 28

Susan K. Reeder, Secretary  
Finance and Administration Committee

Page 2 - continued ....

- (b) That an Evaluation Criteria, which will be used in the request for proposals package, attached herewith and marked Appendix "A", be approved; and,
- (c) That the administration of the Street Vendors Program be assigned to the Streets Division, Department of Public Works; and,
- (d) That a five (5) member Selection Committee be appointed; and,
- (e) That the Regional Municipality of Hamilton-Wentworth be requested to consider the issue of Street Vending on Regional road allowances; and,
- (f) That By-law 85-66 as amended, be repealed, subject to the five existing street vending permits currently in force which would continue on the same terms and conditions until expiry of the current agreements, and which may be renewed by Council on the terms it directs.

Would you please ensure that this matter is placed before the Finance and Administration Committee for consideration.



JJS/SKR

c.c.- Alderman G. Copps, Ward 4  
- Alderman D. Wilson, Ward 4



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 18

**REPORT TO:** Finance and Administration Committee

**FROM:** Street Vendors Ad Hoc Committee (Aldermen D. Drury, D. Agostino,  
B. Charters)

**SUBJECT:** Street Vendors Program

**RECOMMENDATION:**

- (1) That the following proposed list of potential Street Vendors locations be approved:

**In front of Jarvis Square, near Clock Tower, King Street East  
north-east corner Ferguson Avenue and King Street East  
south-east corner Catharine and King Street East  
south-west corner John and King Street East  
south-west corner James Street and King Street West (2 vendors)  
Stelco Tower (north-side King Street West) (2 vendors)  
Standard Life Building (north-side King Street West) (2 vendors)  
City hall Forecourt  
Courthouse (between Hughson and John Street South) (2 vendors)  
Ottawa Street North and Dunsmure (at YWCA) south-east corner  
Victoria Avenue North and Barton Street East north-west corner  
James Street North and Wilson north-east corner  
James Street South and King Street south-east corner (Royal Bank)  
Forest Avenue and James Street South south-east corner  
Mountain Park Avenue (along the brow behind Henderson Hospital),**

- (2) That the attached Appendix "A" outlining the evaluation criteria which will be used in the request for proposals package be approved,
- (3) That the administration of the Street Vendors Program be assigned to the Streets Division, Department of Public Works,
- (4) That a five (5) member Selection Committee be appointed,
- (5) That the Regional Municipality of Hamilton-Wentworth be requested to consider the issue of Street Vending on Regional road allowances, and
- (6) That By-law 85-66 as amended, be repealed, subject to the five existing street vending permits currently in force which would continue on the same terms and conditions until expiry of the current agreements, and which may be renewed by Council on the terms it direct.

App'd by Committee.....1994 April 21

App'd by Council.....1994 April 26 - except on one of the streets

## FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The financial benefits cannot be determined until the end of the first year of the new Program. However, it is anticipated that the revenue derived from the bid proposals will offset the costs of the administration of the program. There will be some staffing implications. Until now a Steering Committee, composed of staff from various departments, has overseen the development of the revised Program. A private and confidential report regarding legal implications is included in the Agenda.

## BACKGROUND:

At its meeting held 1993 March 30, City Council approved the establishment of an Ad Hoc sub-committee to review the following proposals:

- (i) Review the existing Street Vendors By-law;
- (ii) Establish an Advisory Board to oversee the Street Vendors Program;
- (iii) Increase the number of street vendor locations in the downtown core area;
- (iv) Expand the boundaries of the Street Vendors Program in the downtown core area; and,
- (v) Consider the introduction of the Street Vendors Program into other sections of the City, such as the Westdale Village and Ottawa Street areas.

The Ad Hoc Committee met on a number of occasions in early 1993 and identified a number of potential street vendor locations within the City of Hamilton, including a number of sites within parks. Subsequently, on 1993 August 24 the Parks and Recreation Committee authorized a vendor within Pier-4-Park as a pilot project for a one month period last summer.

On 1993 June 29, City Council amended Street Vendors By-law 85-066 and increased the annual permit fee to \$500. from \$300. In addition, they directed that staff in addressing an expanded Street Vendors Program consider the type of product sold, the design and quality of the stand and the location where the street vending is proposed.

The Ad Hoc Committee, in considering a new program, visualizes adding ambience to the areas where street vending will be permitted, bringing people into these areas, supplementing what already exists and job creation.

In the latter part of 1993, a Street Vendors Steering Committee was established comprised of members from the City Clerks, Public Works, Law, Culture and Recreation, Traffic and Regional Roads Departments. This Committee undertook extensive research into other municipality's Street Vendor Programs in Ontario and, throughout the USA that included but was not limited to: Ottawa, Toronto, St. Catharines, Boston and Philadelphia. While each city has a slightly different approach, common themes of successful programs include:

- vendors are issued specific locations
- types of goods and food sold are restricted

- relationship to adjacent businesses is considered
- vendors pay a fee
- liability insurance is required
- limits placed on number of vendors
- design of carts is regulated

The Steering Committee has incorporated the above criteria into the City of Hamilton's proposed expanded Program. Staff from the Traffic and Engineering Departments have also reviewed each of the recommended sites having regard for public safety (both pedestrian and vehicular). For any Street Vendor locations on Regional roads, all the requirements of the Regional Municipality of Hamilton-Wentworth will be contained in the Agreements the City has with each vendor.

Once Council has approved the Street Vendors locations to be advertised and the criteria which will be used in the selection process, an advertisement will be placed in the Spectator inviting proposals. Those proposals received will then be reviewed by the Streets Division and recommendations forwarded to a Selection Committee.

A Selection Committee composed of three (3) members of City Council and two (2) staff will have to be appointed to review all applications and the bid proposals prior to submission to the Finance and Administration Committee.

In addition to the proposed Street Vendor locations, the Steering Committee plans to incorporate the five (5) existing Street Vendors into the expanded Program, subject to meeting the new criteria, i.e., insurance coverage, fee structure. Because these five have been at their present locations since 1985, compliance with safety, cart design, goods sold, business experience, knowledge of local market and appropriateness of goods is not an issue. The locations of the present vendors, who only sell food products, are:

- south-east corner of Bay at York Street (Copps Coliseum)
- north-east corner of King Street East and Catharine Street
- north side of King Street East, east of James Street
- east side of Bay Street, south of York Street (Copps Coliseum)
- south side of York Street at the entrance to the Farmers Market

Following the first year of the program, these five vendors would then become a part of the new Street Vendors program and would be subject to complying with the criteria and bid proposals. The current agreements which the City has with the existing vendors would be extended so that all agreements, both under the new program and the existing program, would expire at the same time.

The Downtown Action Plan Co-ordinating Committee at its meeting held 1993 December 09 was informed about the City's initiatives to expand the existing Street Vendors Program. Each B.I.A. representative was requested to take the information to their respective Boards and respond back as to their position on the proposal. The response was as follows:



**Westdale Village B.I.A.:**

Advised they do not want street vendors within the area (no location identified).

**Concession Street B.I.A.:**

Advised they do not want street vendors within the area (no location identified).

**Ottawa Street B.I.A.:**

Interested in having street vendors within the area (one location identified).

**International Village B.I.A.:**

Interested in having street vendors within the area (two locations identified).

**Barton Street B.I.A.:**

Interested in having street vendors within the area (one location identified).

**Downtown Hamilton B.I.A.:**

Support the street vendors program but NOT if existing merchants are not given first refusal (5 locations identified).

**Main West Esplanade B.I.A.:**

Due to the restriction in the sidewalk widths this area was not identified for a potential site. This did not pose a problem with the B.I.A.

A separate report dealing with Street Vendors in Parks has already been dealt with by the Parks and Recreation Committee. The vendors under the proposed Parks Program will be required to adhere to the criteria recommended in this report. Revisions to the Parks By-law 89-74 and Licence By-law No. 93-069, respecting Refreshment Vehicles and Transient Vendors may be required.

It is the intent of the Ad Hoc Committee (also referenced in the Parks Program Report) to incorporate the park locations into the advertisement and selection process, as recommended in this report.

The success of the program will be evaluated following the first year of the revised program. If successful, further expansion of the program would be considered and agreements could be approved for longer periods of time, i.e. up to three years.

Street Vendors Program  
Evaluation of the Proposals

The Evaluation Criteria

The Request For Proposals outlines the broad specifications for the proposed contract. In general terms, the proposals received will be evaluated against how well they meet the stated specifications. All proposals received in response to the RFP shall be evaluated.

The criteria used for assessing the proposals will be, but not necessarily in the order stated:

- 1) Quality of Proposal
  - completeness of Proposal Form
  - professionalism
  - complies with submission instructions
- 2) The fee for right to sell at site.
- 3) Capacity to perform
  - financial capacity
  - related experience
  - knowledge of local market conditions
  - ability to comply with City Insurance Standards and all licences and permits
  - appropriateness of the goods proposed to be sold in relationship to adjacent businesses or other street vendors
  - proponent's proposal (goods or food to be sold) does not conflict with adjacent businesses within 300 feet.
- 4) Location Standards
  - proponents consideration to public safety, vehicular safety and commercial ambiance of the street
  - creation of a map designating proposed vending location within selected site
- 5) Types of goods sold and suggested prices
- 6) Operational Plan
  - proposed daily service hours

7) Uniform Cart Designs

- ability to meet specifications and guidelines for cart designs
- attractive to street
- colourful
- imaginative
- durable
- readily movable by vendor
- food cart complies with all health regulations for products proposed for sale
- photograph and/or conceptual drawing of the cart

In considering the information contained herein bidders should note that, in soliciting a response, the City of Hamilton desires to receive proposals that are imaginative and reflect the skills and ability of the bidder.





# REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk

March 16, 1994

Mr. J. Schatz, Clerk  
City of Hamilton  
77 Main Street West  
Hamilton, Ontario  
L8P 1H4

OFFICE OF THE CITY CLERK

MAR 18 1994

REC. BY SGH DATE.....

REF'D. TO S.R. DATE.....

REF'D. TO ..... DATE.....

REF'D. TO ..... DATE.....

ACTION: For F&A

Robert C. Prowse, Clerk  
Michael A. Rallo, Deputy Clerk

4.

Dear Mr. Schatz:

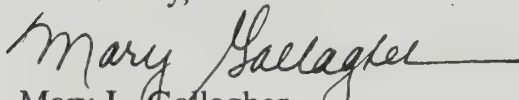
Subjoined, please find Item 13 of Report 5-94 of the Health and Social Services Committee which were approved by Regional Council at its meeting held on Tuesday, March 15, 1994.

13. **City Hall Striping, City Hall, City of Hamilton**

- a) That certain City Hall steps, of realistic destination, be chosen as experimental sites for yellow paint stripes;
- b) That the Pathways Committee, a Sub-Committee of the Regional Advisory Committee for Persons with Physical Disabilities, assist in determining which steps be painted;
- c) That the Pathways Sub-Committee assist in evaluating the usefulness of the project once completed;
- d) That these recommendations be forwarded to the Finance and Administration Committee of the City of Hamilton for their consideration.

Your assistance in executing the direction of Regional Council with respect to this matter is appreciated. Should you require further assistance, please do not hesitate to contact either Wendy Kowalski at 546-4868 or the writer.

Yours truly,



Mary L. Gallagher  
Legislative Assistant

cc: Bob Swan, Property Department



4 (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 28

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

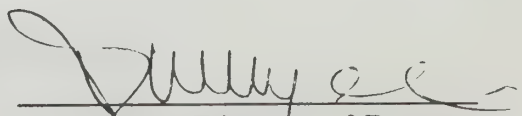
**SUBJECT:** Yellow Striping of City Hall Stairs

**RECOMMENDATION:**

- a) That the Property Department, with the cooperation of the Pathway Committee (a Subcommittee of the Regional Committee for Persons with Physical Disabilities), apply yellow striping, on an experimental basis, at the edging of four stairs leading to the north east entrance of the City Hall building.
- b) That the Property Department, with the cooperation of the Pathway Committee assess the success of the experimental project after 1 year. The results of the assessment will be the determining factor in applying yellow striping in other locations of the City Hall grounds and other public buildings.
- c) That the total cost of \$1,000.00 be expended from the Capital Funds Account 319441017 ( Barrier Free Design Modifications, All City Owned Buildings.)
- d) That upon the success of the experimental project, a cost estimate of the overall project, including annual maintenance budget be presented to the Finance and Administration Committee for approval.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The estimated cost to the experimental project is \$1,000.00 and it will be expended from the Capital Funds Account 319441017 ( Barrier Free Design Modifications, All City Owned Buildings.)

  
D.W. Vyce, Director of Property



**BACKGROUND:**

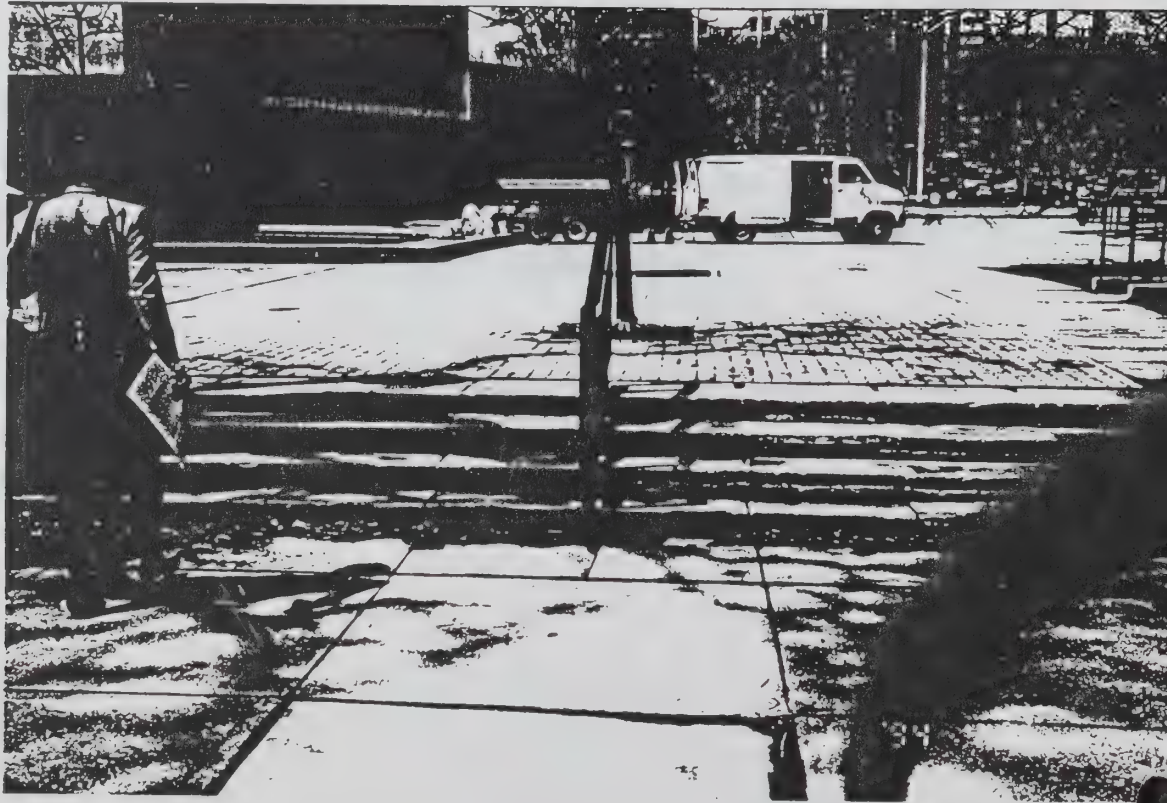
- a) The Pathway Committee, as a result of Citizens' request, has initiated the action to apply yellow striping on the City Hall stairs to aid persons with various degrees of visual impairments accessing the City Hall building.
- b) A meeting was conducted by the Property Department with representation from the User Group and the Canadian National Institute for the Blind, Hamilton Chapter and resulted the following:-
  - i) There is a need for the striping to define a safe access route to the City Hall building.
  - ii) The striping should be on both the tread and the riser of each step.
  - iii) The locations (represented by the photographs are to define a route from Main Street and the bus stops.
  - iv) The yellow striping applied with cement adhesive material, in two inch wide strips, as presented by the Property Department, is acceptable for experimental purposes.
  - v) That the assessment on the experiment will be conducted within one calender year, to measure its condition after being exposed to external environmental conditions for four seasons.
  - vi) That a continuous visual monitoring by both the Property Department personnel and the User Group will be conducted to ensure that the striping is kept in good, safe and non-hazardous condition.
  - vii) The location of the yellow striping experimental application is as follows:
    - aa) East Stairs (Picture Location #1)  
Two inch yellow striping to be applied on 2 concrete slabs on both sides of the railing.
    - bb) Main Street Front Stairs (Picture Location #2)  
Yellow striping to be applied on 3 concrete slabs on both sides of the railing.

**BACKGROUND: ...cont**

- cc) Mid-Way Set of Stairs (Picture Location #3)  
Yellow striping to be applied on 2 concrete slabs on both sides of railing.
- dd) Closest Set of Stairs to City Hall East Entrance Doors  
(Picture Location #4)  
Yellow striping to be applied on 2 concrete slabs on both sides of railing.
- c) The Pathway Committee, in cooperation with the Property Department, will assess the usefulness of the experimental project by conducting a user group survey. Upon the receipt of the results, a decision will be made whether or not to apply yellow striping on all stairs leading to the City Hall building.

HK/am

- c.c. Pathway Committee Chairman  
R. Swan, Manager, Building Operations and Maintenance Division  
R. Martiniuk, Manager of Architectural Division  
Attention Hoda Kayal, Project Manager



LOCATION #1

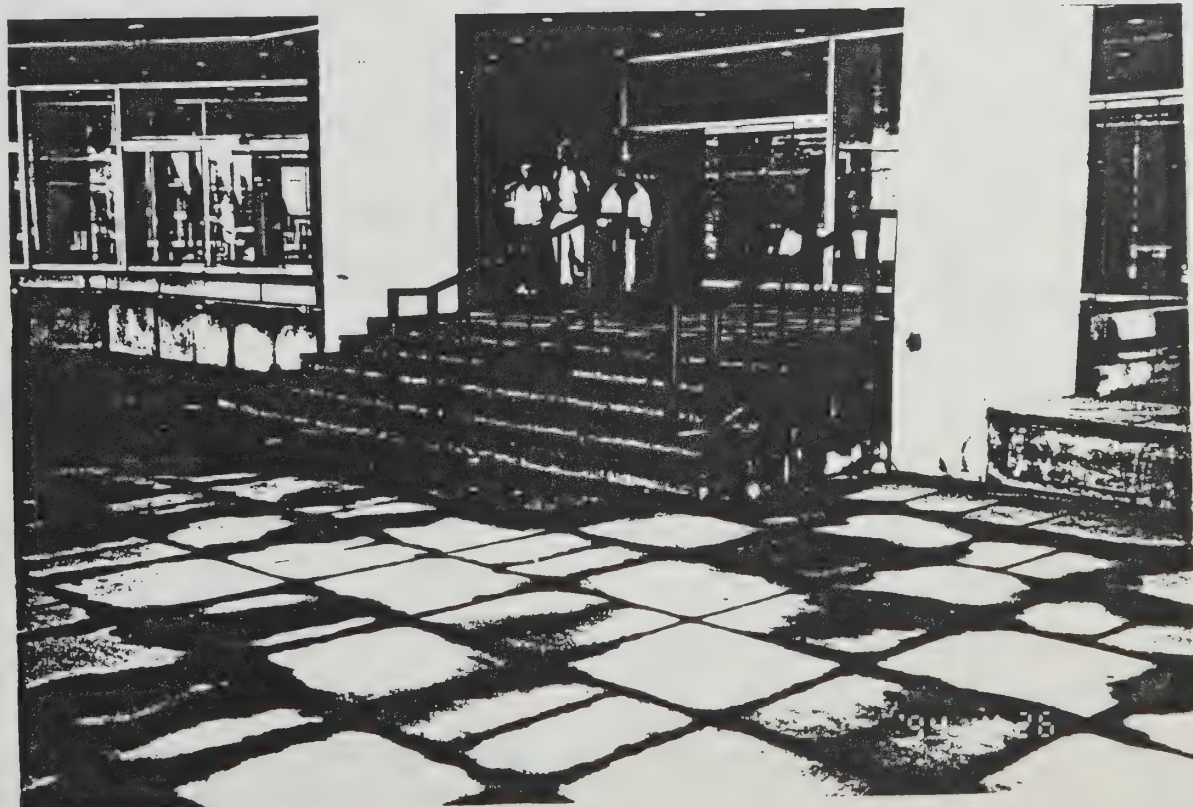


LOCATION #2





LOCATION #3



LOCATION #4



5.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 28 April 1994

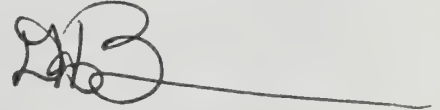
**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** Dean Barrow, Acting Secretary  
Licensing Committee

**SUBJECT:** Special Bingo Events (Monster Bingos)

**RECOMMENDATION:**

- (a) That the holding of Special Bingo Events (Monster Bingos) in the City of Hamilton not be approved.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The City of Hamilton Licensing Committee, at its meeting held April 13, 1994, considered a report from the Licence Division Manager. Following consideration of the report, the Committee concluded that the holding of Monster Bingos would detrimentally impact on the existing bingos.

The following information was provided to the Committee by the Licence Division Manager:

Special Bingos are any bingo events that exceed \$5,500. in prizes and require a Provincial Licence. Municipal approval must be given first. Such licences are approved on a first come, first served basis.

In addition to the Terms and Conditions under which special bingo events are conducted, the following Provincial criteria must be met:

- (1) In the Regional Municipality of Hamilton-Wentworth, Special Bingo events will be limited to one licence per 15-day period, per 30km radius.



- (2) To be eligible for a Special Bingo licence, the applicant may not have a regular bingo licence within three months, before and after the date of a Special event.
- (3) When an organization does not conduct regular bingos, a maximum of one Special Bingo per month (12 per calendar year) may be licensed.
- (4) All applications with prizeboards of \$10,000. or more must be accompanied by an irrevocable Letter of Credit made payable to the Treasurer of Ontario, valued at the total prize and be valid for up to 45 days after the event takes place.

The Licensing Committee approved a \$25,000. Bingo Lottery Event to be conducted at the Hamilton Convention Centre on February 12, 1994 by the Good Shepherd Centre on a trial basis. By law, the Charity is permitted to pay no more than 15% administrative expenses to conduct a bingo event. Although the net profit derived was approximately \$14,000. The charity had expenses totalling 30.89% exceeding the allowable expenses by more than 100%.

Regarding the impact this event had on the traditional bingo market, according to the information received from the local Bingo Hall Owners, there was some decrease in attendance at their halls for the two days following the event. This resulted in decreased profits for the charities in the bingo halls.

Based on the experience by the Good Shepherd Centre, it would appear that any charity using facilities other than bingo halls would find it extremely difficult to stay within the 15% Maximum Administrative Expenses. This is largely due to the fact that most facilities which do not own their own bingo equipment incur added expenses.

The holding of Special Bingo Events has been endorsed by all Bingo Hall Owners who are willing to conduct such events on a rotational basis. Although there will be some effect on the traditional bingo market, such special bingo events provide an opportunity for various charities who are not involved in the Bingo Industry on a regular basis to raise funds.

Applications will be reviewed to ensure that the event is structured so that the expenses do not exceed the 15% maximum Administrative Expenses law.

In dealing with applications to conduct Special Bingo Events at bingo halls or other approved facilities, such as public halls, staff will attempt to as fairly as possible deal with applications on a first come, first served basis. The bingo halls may among themselves hold events on a rotational basis.

As Monster bingo events are being recommended on a trial basis, approval of one licence during each 30 day period will be recommended. To date, three applications have now been received from charitable organizations in three of the five bingo halls. Notwithstanding that the Provincial Law only restricts these bingo events to one per 15 day period within a 30km radius, the Province has advised that the municipality can restrict approval to one event every 30 days within its jurisdiction, as Council can determine the issuance of Bingo Lottery Licences in the best interests of the municipality. Ultimately, the Province has the final decision to approve a licence application.

6(a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 19

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** WE CARE KENNEL INC.

**RECOMMENDATION:**

That, based on the consensus of the members of the Finance and Administration Committee, Mr. Kenneth Blacquiere of "We Care Kennel Inc.", be thanked for his proposal and interest in pet care and pet identification, and further that he be formally advised that the Committee is not prepared to pursue this matter further at this time.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

In the fall of 1991, Mr. Blacquiere, President of "We Care Kennel Inc." wrote to the Finance and Administration Committee expressing concerns with regard to pet care issues and the increasing expenditures of tax dollars on such matters.

On February 6, 1992 the Finance and Administration Committee received a formal presentation from Mr. Blacquiere. The Committee agreed to take the proposal under advisement and at a subsequent meeting (February 20, 1992) agreed to receive the proposal and directed that it be referred to the H.S.P.C.A. for information. Mr. Blacquiere was advised of this by letter on February 25, 1992. The proposal as directed was forwarded to the H.S.P.C.A. for information.

In July of 1993 Mr. Blacquiere again wrote to Alderman Ross asking that his proposal be given further consideration. Alderman Ross responded advising him of the previous decision of the Committee. Mr. Blacquiere further corresponded with Alderman Ross (letters of August 23, 1993 and February 21, 1994). On February 22, 1994 Alderman Ross informed Mr. Blacquiere that his correspondence was forwarded to all members of the Finance and Administration Committee to advise them of his (Mr. Blacquiere's) concerns and to ask the members of the Committee if they wish to pursue this matter further.

In view of the fact that by consensus, the Committee agreed to not pursue this matter further, Mr. Blacquiere be thanked for his interest in the matter, and further advised formally that the Committee is not pursuing this matter further at this time.

c.c. J. Pavelka, Chief Administrative Officer  
C. Stableford, General Manager, H.S.P.C.A.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

6(b.)

**DATE:** 1994 April 29

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

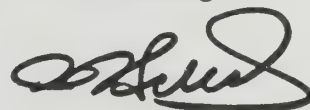
**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Designation of the 1994 World Championships of  
Basketball being held in Hamilton 1994 August 4-14 as  
having Municipal/National Significance

**RECOMMENDATION:**

That in accordance with Section 26(1)(2) of Ontario Regulation 546/90 of the Liquor Licence Act, 1990, the Council of the Corporation of the City of Hamilton deems the 1994 World Championships of Basketball to be held on 1994 August 4-14 to be an event of municipal/national significance, and as such is worthy of consideration of extended hours of operation at all existing licenced establishments to a 2:00 a.m. closing.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**



N/A

**BACKGROUND:**

The Liquor Licence Act of Ontario provides that the Liquor Licence Board may extend the hours of sale of liquor during events of municipal significance if the applicable municipal Council has designated the event as being of municipal and/or national significance.

With approval of the above noted recommendation, liquor licence holders in the City of Hamilton may apply to the Liquor Licence Board for extended hours of operation during the period of the World Basketball Championships, 1994 August 4-14.

The determination as to whether or not an individual applicant is granted extended hours rests solely with the Liquor Licence Board.

However, in the event that City Council chooses not to deem this event as having municipal/national significance the Liquor Licence Board will not entertain any applicants for extended hours.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

6(c)

**DATE:** 1994 April 28

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** AMO Conference - 1994 August 21 - 24, Toronto

**RECOMMENDATION:**

That the Mayor and a maximum of six (6) Aldermen be authorized to attend the 1994 Annual Conference of the Association of Municipalities of Ontario being held 1994 August 21-24 in Toronto, Ontario.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Approximately \$1,000. per delegate. Sufficient funds are available in the Legislative Travel Account.

**BACKGROUND:**

The City of Hamilton is allotted Seven (7) voting delegates for the upcoming AMO Conference.





7(a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 27

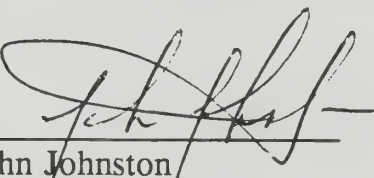
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Job Sharing Policy  
(C-010-094)

**RECOMMENDATION:**

- a) That the following Job Sharing Policy be approved and implemented:
- "The City of Hamilton encourages an environment that enables employees to submit requests for job sharing of permanent full time positions".
- b) That the Commissioner of Human Resources be authorized and directed to establish administrative guidelines to ensure effective implementation of the Job Sharing Policy
- c) That the Job Sharing Policy be incorporated in the Corporate Policy Manual

  
\_\_\_\_\_  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The Child Care Survey conducted in 1991 revealed a strong interest by respondents in the development of policies and procedures that supported alternative working arrangements such as job sharing. A more recent poll of female employees from C.U.P.E. Local 167, the

Hamilton-Wentworth Police Association and A.T.U. Local 107 & 1585 conducted by Dr. Allison McKinnon, Ph.D., Assistant Professor of Health Sciences at McMaster University also supports this finding.

Job sharing is a voluntary, employee initiated work option for employees wanting to work less than full time hours. Employees who enter into this type of temporary arrangement are able to retain their position in the organization while attending to family or other responsibilities. Studies have shown that employees sharing one job are often more productive than their full time counterparts, stay longer at their jobs, have less absenteeism, higher job satisfaction, decreased stress and increased morale. Employers benefit from a decrease in both recruitment and training costs. Job sharing is appropriate for a wide range of occupations.

It is incumbent upon supervisory staff to give full consideration to such request, including reasonable accommodation to ensure that the spirit and intent of the policy is realized. Attached in Appendix 'A', for the information of Council, are the present guidelines in place for the administration of job share arrangements. They have been developed in consultation with C.U.P.E. Local 167, the Treasury Department and the Human Resources Centre. Further discussions will occur to address implementation issues as they arise.

This policy complements the mission statement on balancing work and family responsibilities approved by City Council on September 29, 1992 (Appendix B) and supports the principles of employment equity.



February 28, 1994

## GUIDELINES FOR JOB SHARE AGREEMENT

### General Rules

- job sharing must be employee driven.
- employees who wish to share a position must have the ability to perform the duties of the job they are to share. An employee who is qualified but at a higher salary grade than the incumbent in the position to be shared must be willing to share the position at the lower salary grade.
- job share partners may not be promoted to work in a job share arrangement.
- the position left open as a result of two employees sharing one position shall be posted and filled as a temporary position for the period of one year. If the job sharing is extended a further year, the incumbent in the position will be offered the extension.
- job share partners and all other employees who are transferred or promoted or acting shall return to their former jobs upon the expiration of the job share contract.
- when one job share partner leaves the position, it shall revert back to a full time position. The remaining partner will be returned to his/her full time position and the vacant position will be posted and filled in accordance with the collective agreement.
- either job share partner or the employer may terminate the job share contract with three (3) months' written notice.
- the bumping process as defined in the appropriate collective agreement will supersede any job sharing agreement. The other job share partner will be returned to his/her full time position and the job share agreement will be terminated.
- job descriptions may not be amended as a result of job sharing. Revisions to job descriptions will be addressed through the Joint Job Evaluation Maintenance Process.
- both the union and management will receive notification of all union job share agreements and renewals. Two union signatures, one management signature and the job share partners' signatures will be required to implement the agreement.

## **Scheduling**

- job share partners can negotiate their schedules providing that equal time is worked by each of the job share partners over a set period of time, i.e., bi-weekly.
- schedules and alterations to schedules must be agreed to by both job share partners and the supervisor.

## **Level of Pay/Range Placement**

- all job share partners shall be placed on wage payroll.
- it is not necessary for both job share partners to receive the same rate of pay, i.e., the partners may be at different steps of the same salary schedule.
- where job sharing occurs within the same non union salary classification each job share partner's rate will remain unchanged except where an anniversary increase is granted.
- where job sharing occurs within the same union salary classification with an identical wage grade each job share partner's rate will remain unchanged except where an anniversary increase is granted.
- where job sharing occurs within the same union salary classification but the actual wage grades differ, the partner who is transferred to a new wage grade shall be placed in the closest lower step of the job share position's range to his/her current rate of pay.
- where job sharing occurs in a lower classification for one partner, their placement in the salary range shall be the closest lower step of the range for the job share position to his/her current rate of pay.

## **Vacation**

- job share partners are entitled to vacation based on the standard non-union vacation guidelines or annual vacation entitlement based on aggregate credited service as set out in the collective bargaining agreement.
- job share partners will have their vacation prorated based on the reduced number of hours worked during term of the job share arrangement.

**Note:** job share partners who are renewing their job share agreement may be subject to additional proration of vacation if the term of the agreement expires prior to their vacation eligibility date--will be confirmed by Human Resources should the situation arise.

## **Public Holidays**

- job share partners shall be paid 3.5 hours each for all public holidays granted to Regional/City employees provided that they have earned wages on ten days in the four weeks immediately preceding the statutory holiday. This excludes any period of nonpaid vacation time taken prior to a statutory holiday.
- each job share partner is entitled to one of two float holidays.

## **Overtime**

- job share partners will be paid overtime in the following manner:  
  
**unionized employees:** as specified in the appropriate collective agreement based on normal full-time daily and/or weekly hours;  
  
**non-unionized employees under salary level "K":** at the rate of 1.5 times the employees hourly rate over the normal full-time daily and/or weekly hours or;  
  
**non-unionized employees salary level "K" and above:** half the number of "E" (compensating time days).

## **Benefits**

- job share partners may choose one of the following options:
  - a) to receive a percentage in lieu of benefits; or
  - b) the employee pays for half of the premium cost of the extended health care benefits through payroll deductions and the employer pays the other half. The cost will be deducted on a monthly basis.
  - c) life insurance benefits will be based on the reduced annual earnings.

**Note:** a new employee or a temporary part-time employee entering into job share will be eligible for these benefits after the appropriate probation period is completed.

## **Income Protection**

- all job share partners are eligible for STD and LTD and will follow the guidelines as specified in the Income Protection Plan. The length of time an employee is eligible for wages at 100% and subsequently 70% is dependent on years of service.
- job share partners will receive coverage based on their regularly scheduled reduced work week.



**Note:** a new employee or a temporary part-time employee entering into a job share agreement is eligible for income protection after three months of service.

### **Attendance Management**

- job share partners will be treated in a manner consistent with other full time employees.

### **OMERS**

- all job share partners currently enrolled in OMERS and working in a job share arrangement will continue enrolment in the Ontario Municipal Employees Retirement System (OMERS). Contributions will be reduced in accordance with the change in the employees hours.

**Note:** once a new employee is eligible to contribute to OMERS, he/she will be contacted by the Department of Finance.

### **Anniversary Date**

- where job sharing occurs within the same salary classification anniversary dates will not be changed. Each partner must complete the equivalent number of normal yearly full time hours for the job share position to be eligible for a merit increase.
- where job sharing occurs in a lower classification for one partner, the anniversary date for that partner will be changed to reflect the effective date of transfer to the job share position. Each partner must complete the equivalent number of normal yearly full time hours for the job share position to be eligible for a merit increase.

### **Seniority**

- seniority for each job share partner shall be prorated based on the provisions of the appropriate collective agreement.

### **Bereavement Leave**

- Leave of absence for bereavement will be granted without loss of pay in accordance with the appropriate collective agreement. Non union employees will be granted three (3) regularly scheduled consecutive working days leave of absence for bereavement.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1992 September 16

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Child Care Task Force (C-048-092)

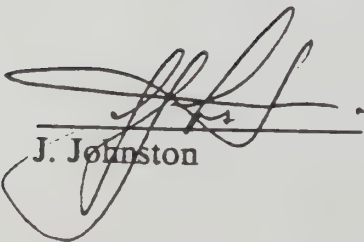
**RECOMMENDATION:**

It is recommended that:

1. Council adopt the following mission statement as it pertains to child care:

The Corporation of the City of Hamilton and the Regional Municipality of Hamilton-Wentworth recognizes its employees as both productive members of the corporations and responsible members of their families and communities and acknowledges the importance of assisting them in balancing work and family responsibilities. This commitment shall be reflected through the implementation of policies, procedures and programs.
2. the development and implementation of policies, procedures and programs be reviewed by staff, the unions and Human Resources on an ongoing basis and amended as necessary.
3. that the Child Care Task Force prepare and submit to both City and Region Senior Management Teams and Union Presidents a report outlining various alternative working arrangements.
4. that employees, unions, and management be encouraged to accomodate alternative working arrangements.

5. that unions and management bring forward the following items in the next set of negotiations for mutual discussion:
  - a) job sharing- two employees voluntarily share one full-time position
  - b) "family emergency" leave of absence - a leave of absence without pay for the purpose of attending to a family crisis, not to exceed five days per year; leave application can be made by telephone to a direct supervisor/manager; employees shall be offered the opportunity to make up lost time (wages) in straight time, i.e. no overtime.
  - c) maternity leave top-up - employees on maternity leave are given supplement to unemployment insurance benefits; the supplement is the difference between 75% of regular earnings and the sum of weekly U.I. benefits; maximum period of receipt is fifteen (15) weeks.
  - d) vacation entitlement - that vacations granted in any year shall be determined on the basis of aggregate credited service and such service is to include maternity/parental leave whether paid or unpaid.
6. that, in the interim, a sub-committee be struck to include representation from CUPE Local 167 and task force members to discuss supporting and implementing job sharing.
7. that in the future, consideration be given to accommodating a child care centre when any new city or region building is purchased or constructed.
8. that the task force prepare and forward a report to the Accommodation Committee (Region) and the Manager, Real Estate Division (City) on the feasibility of implementing a child care centre.
9. that the child care task force continue to meet to complete the above tasks and that Council direction be given to representatives from the Department of Culture and Recreation, the Hamilton Public Library, the Department of Public Health and the Department of Social Services to assist in the compilation of an information brochure and the development of in-house service programs.



J. Johnston



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

***BACKGROUND:***

The Child Care Task Force has been meeting for just over a year. A great deal of time has been spent researching alternative working arrangements and examining existing policies, practices and programs within the organization that support today's family concerns. Through research and communication with employees by means of a survey, it is apparent that change is required for employees to balance both personal and workplace demands. It is the intention of the task force to focus on recommending changes in policies and procedures, to inform employees, management and union executives of the myriad of alternative working arrangements and to maximize accessibility and utilization of the existing internal resources in our organization. The members of the task force are:

**MEMBERS**

Sylvia Renshaw, Economic Development  
Dr. Fran Scott, Health Department  
Eric Tuck, Hamilton Street Railway  
Loretta Marshall, Culture & Recreation  
Mary O'Brien, Health Department  
Jayne Munroe, Human Resources Centre  
Wendy Overbaugh, Health Department  
Alderman Henry Merling  
Judith McAnanama, Hamilton Public Library

**RESOURCE PERSONS**

Kathy Rankin, C.U.P.E. Local 167  
Josie D'Alessandro, Traffic  
Dianna Cameron, Regional Clerks  
Rebecca Barrows, Social Services  
Ken Robertson, Regional Police



7 (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 28

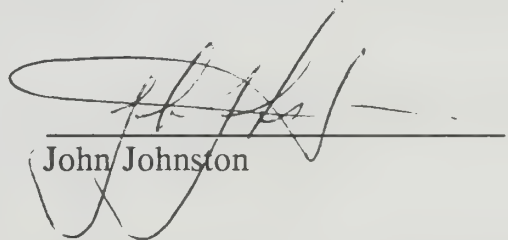
**REPORT TO:** Ms. S. K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Conflict of Interest - City Only ( C-011-094)

**RECOMMENDATION:**

That the Corporation of the City of Hamilton confirm its Policy on Conflict of Interest adopted by City Council on January 29, 1980, as attached.

  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

This is being confirmed to resolve duplication with the Purchasing Policy in which reference is made to the attached Human Resource Policy.

Attached.



CITY  
OF  
HAMILTON

REGIONAL MUNICIPALITY  
OF  
HAMILTON - WENTWORTH

HUMAN RESOURCES  POLICY AND PROCEDURES  MANUAL	PROCEDURE	
	EFFECTIVE DATE:	PROCEDURE NO.: A.04.00.04
	CHAPTER A : EMPLOYMENT STANDARDS	
	SECTION : CODE OF CONDUCT	
	SUPERSEDES NUMBER:	REVISION DATE:
APPROVALS	CITY CHIEF ADMINISTRATIVE OFFICER :	
	REGIONAL CHIEF ADMINISTRATIVE OFFICER:	

SUBJECT: CONFLICT OF INTEREST -- CITY ONLY

DIRECTION

1. BUSINESS WITH THE CORPORATION

An employee of the Corporation shall not have direct or indirect interest in a company or own a company which sells good or services to the Corporation.

Administration

Employees owning a business or having direct or indirect interest in such a business, shall declare such interest to the "Finance and Administration Committee" in writing, and shall refrain from selling or tendering these goods or services to the Corporation or shall resign from the employ of the Corporation. Failure to do so may be cause for dismissal.

2. BUSINESS INTERFERING WITH THE WORK OF THE EMPLOYER

An employee shall not conduct a business or have direct or indirect interest in a business or to do work which is subject to his or any other City or Regional employees' approval. This does not include work done by himself on the property where he resides.

Administration

Where circumstances make it impractical to adhere to this policy, the matter shall be brought to the attention of the Department Head for approval and in the case of Department Head to the "Finance and Administration Committee" for approval. Failure to observe the policy may be cause for dismissal.

CITY  
OF  
HAMILTON

REGIONAL MUNICIPALITY  
OF  
HAMILTON - WENTWORTH

HUMAN RESOURCES  POLICY AND PROCEDURES  MANUAL	PROCEDURE	
	EFFECTIVE DATE:	PROCEDURE NO.: A.04.00.04
	CHAPTER A : EMPLOYMENT STANDARDS	
	SECTION : CODE OF CONDUCT	
	SUPERSEDES NUMBER:	REVISION DATE:
APPROVALS	CITY CHIEF ADMINISTRATIVE OFFICER :	
	REGIONAL CHIEF ADMINISTRATIVE OFFICER:	

SUBJECT: CONFLICT OF INTEREST -- CITY ONLY (continued)

3. Business Gifts and Hospitality

While it is recognized that business gifts or hospitality are in most instances simply an expression of cordial relationships between individuals who come in contact with one another in the course of carrying out their duties for their respective employers, acceptance of such gifts or hospitality even without improper motives, can place the recipient in a compromising situation.

It is contrary to the policy of the Corporation to give or receive business gifts or hospitality of other than nominal or token values.

Administration

Employees who are confronted with an offer of a business gift or hospitality which exceeds nominal value are expected to refuse such an offer as tactfully as possible by advising the donor of Corporation policy on such matters.

Where unusual circumstances make it impractical to adhere rigidly to this policy, the matter should be referred to the employee's immediate supervisor who should consult with the appropriate Department Head and Department Heads who should consult with the "Finance and Administration Committee".

Failure to observe this policy shall be cause for disciplinary action, or may be cause for dismissal.

4. Purchase and Lease of Real Property from the

CITY  
OF  
HAMILTON

REGIONAL MUNICIPALITY  
OF  
HAMILTON - WENTWORTH

HUMAN RESOURCES  POLICY AND PROCEDURES  MANUAL	PROCEDURE	
	EFFECTIVE DATE:	PROCEDURE NO.: A.04.00.04
	CHAPTER A : EMPLOYMENT STANDARDS	
	SECTION : CODE OF CONDUCT	
	SUPERSEDES NUMBER:	REVISION DATE:
APPROVALS	CITY CHIEF ADMINISTRATIVE OFFICER :	
	REGIONAL CHIEF ADMINISTRATIVE OFFICER:	

SUBJECT: CONFLICT OF INTEREST -- CITY ONLY (continued)

Corporation

An employee of the Corporation shall not directly or indirectly purchase or lease real property from the Corporation nor shall an employee have any direct or indirect interest in a company which purchases or leases property from the City.

The only exception to the above policy are instances where an employee is granted accommodation by the Corporation as part of his employment, i.e. a Parks employee who occupies a house at a specific park site and is there conveniently for maintenance and security purposes.

Administration

Where circumstances make it impractical to adhere to this policy or where by law this policy cannot be adhered to, the matter shall be brought to the attention of the Department Head and the "Finance and Administration Committee" for approval.

Failure to observe this policy shall be cause for disciplinary action, or may be cause for dismissal.

Department Heads shall advise all of their employees of this policy and a copy of the policy shall be made available to each employee.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

8(a)

**DATE:** 1994 April 29


**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Revisions to Purchasing Policy/Administrative  
Procedures

**RECOMMENDATION:**

- a) That the revisions to the Purchasing Policy, as bolded on the attached, be approved.
- b) That the revised Purchasing Policy be included in the Corporate Policy Manual.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**  
N/A

**BACKGROUND:**

The Purchasing Policy was originally approved by Council February 4, 1986. It was subsequently amended in 1990, 1991 and 1992 into its present form.

**DISCUSSION:**

It is important to continually review our Purchasing policies in order to ensure that they remain current and meeting the needs of the Corporation. In addition, as part of ongoing reviews of departmental operations and downsizing, there is a need to consider administrative changes to streamline operations and improve organizational effectiveness. The changes proposed in this report respond to these objectives.

## Amendments to Purchasing Policy - Highlights

Attached as Appendix A is the proposed revised policy with revisions highlighted in bold print for your consideration. The most significant proposed changes are as follows:

### a) Authorization for Issuing Purchase Orders

Throughout the Corporation, steps are underway to streamline decision making and improve organizational efficiency and effectiveness. In keeping with these initiatives, staff have reviewed the required authorization levels for various dollar limits of expenditures. We are proposing that greater latitude be given to the operating departments for the purchase of goods with a low dollar value. Allowable amounts for field purchase orders are recommended to be increased from \$250 to \$500. Similarly, departments will be allowed to obtain their own quotations for items with a value of up to \$2,500, subject to subsequent review and approval by Purchasing.

We believe that adequate safeguards remain within the system to ensure that proper purchasing policies and procedures take place, and therefore recommend these amendments.

### b) South African Policy (Section 12b)

With the recent advances in human rights in South Africa and the actions of senior levels of government to remove their policy, we are also recommending that the South African policy, which prohibited the purchase of goods from South Africa, be rescinded.

### c) Section 14 - Employee Conduct (Previous Sections 10 and 14)

In reviewing the existing policy, staff identified some duplication between Human Resources policies and Purchasing policies in the areas of employee conduct concerning acceptance of gifts, rebates etc. A separate report from the Commissioner of Human Resources will be presented on this matter, and staff recommend that the Human Resources policy be supported and that a separate provision is not required within the Purchasing Policy.

### d) Environmental Products (Section 15)

Consistent with Corporate efforts towards encouraging environmental responsibility and the recommendations of the Staff Enviro Team, we are incorporating into the Purchasing Policy the endorsement of new policies and programs for the expanded use of products with a significant post-consumer waste or recyclable content.

Beyond these significant changes, a number of improvements/housekeeping amendments have been made to various sections of the policies in order to improve their clarity and comprehensiveness.

## Amendments to Administrative Procedures

In keeping with the objectives towards corporate efficiency and effectiveness referenced above, there will be changes to the procedures to develop reports to Committee and Council recommending tender/proposal awards. Previously a number of these reports had been prepared directly by the Purchasing Division. In the future, the responsible operating departments will be preparing the reports. The Financial/Staffing/Legal implications of Recommendation reports will be expanded to include Purchasing implications. In that area, an appropriate statement will be provided from the Purchasing Division concerning the compliance with corporate Purchasing policies and procedures. This allows for streamlined report preparation while ensuring the necessary Purchasing review is undertaken. For tenders for goods and services utilized by more than one department, Purchasing will continue to report to the Standing Committee of Council.

## Purchasing Division Downsizing/Organizational Review

The complement of the Purchasing Division was reduced by one position as part of the 1994 Current Budget reduction packages. In addition, the Manager of Purchasing has recently taken early retirement and the Supervisor of Stores will be taking early retirement at the end of June. Prior to permanently filling these positions, we will be reviewing the structure of the Purchasing Division to determine if organizational improvements can be made. In the interim, the Treasurer will be administratively functioning as the Acting Manager of Purchasing and we will be utilizing a team approach with the expertise of the Purchasing Division staff to handle all Purchasing functions and assignments.



# THE CORPORATION OF THE CITY OF HAMILTON CORPORATE PURCHASING POLICY

Date of Record: 1994 April - for update refer to S:\COH\_TRE\PURCHASI.pol

## 1.0 PURCHASING POLICY AND GUIDELINE APPROVALS

City Council shall approve all Corporate Purchasing Policies.

The Chief Administrative Officer shall have the authority to approve all Administrative Purchasing Guidelines.

The Manager of Purchasing or **designate** shall have the authority to develop procedures to implement all approved purchasing policies and purchasing guidelines.

## 2.0 SCOPE OF PURCHASING POLICY

The Purchasing policy of the City shall apply to all City Departments, including all Boards, Committees, Authorities and Commissions of Council funded wholly or in part by The Corporation of the City of Hamilton, **with the exception of the Hamilton Public Library Board**, hereinafter referred to as Agencies, and shall be implemented in accordance with authorized procedures and within authorized budgets.

All Agencies shall adopt this policy revising only the approval group or individual in the appropriate place in each policy.

## 3.0 ENCOURAGE COMPETITIVE BIDDING

It shall be the policy of the City

- to encourage open competitive bidding on all acquisition of goods and services where practical, and
- to procure by purchase, rental or lease, the required quantity and quality of goods and services in a cost-efficient and effective manner.

## 4.0 CO-ORDINATED PURCHASING PROGRAM

It shall be the policy of the City to operate a co-ordinated purchasing program where all departments shall be required to use the services of the Purchasing Division.

NOTE: Exceptions to this policy are to be found in Corporate Policy #5.

## 5.0 EXCEPTIONS TO CORPORATE POLICY #4

The following are authorized exceptions to the Corporate Purchasing Policy #4.

Exception #1: For supplies and services of common usage e.g. vehicles, stock items, stock equipment and supplies and services when the tender or quotation is called by an agency that is a member of the Co-operative Purchasing Group.

Exception #2: The **preparation** of tenders and proposals for all construction of capital projects for building and related architectural and engineering consultants shall be handled by the **Property Department**.

Exception #3: The regular contractual process and the necessary approvals as outlined in Corporate Policy #4 for obtaining goods and/or services, shall not apply if obtained from - the Federal Government or its agencies, Provincial Government or its agencies, Local Boards and/or agencies, Crown Corporations, the City Area Municipalities and Special Purpose Bodies within the Region and City, including agencies that are members of the Co-operative Purchasing Group, the public utility companies and the natural gas supply.

Exception #4: Additional exceptions will be found in appendix.

## 6.0 CO-OPERATIVE PURCHASING

The City recognizes that co-operative purchasing is beneficial, therefore, the Manager of Purchasing or designate is authorized to chair a Co-operative Purchasing Committee. When it is decided that the City will participate in a co-operative purchasing tender, the policy of the agency calling the tender/proposal/quotation will be followed.

### Definition of Co-operative Purchasing Agreement

Co-operative or collective purchasing is the joining together of two or more separate organizations for the purpose of preparing specifications and proposals, collectively receiving bids, and making an award to the vendor submitting the lowest acceptable Total Acquisition Cost. This will not apply to construction related services.

Thereafter, each agency issues its own contract and is responsible for administering the remainder of the procurement function, namely, expediting, receiving, inspecting, sorting and verifying invoices; and each agency is responsible for its own payments.

## 7.0 AUTHORIZATIONS FOR ISSUING PURCHASE ORDERS (see Table 1)

It shall be the policy of City Council to set the spending limits for all purchases based on total acquisition costs, excluding trade-ins, made for City Departments and authorize the signing authorities required for such spending limits. **Prior to processing a requisition to Purchasing, the document must be signed by the Department Head or designate.**

NOTE: Where reference is made to the Chief Administrative Officer of the City of Hamilton, it shall be deemed to include the General Manager of the Parking Authority, and the Chief Administrative Officer of the Hamilton Entertainment and Convention Facilities Inc. (HECFI). Where Council is referred to for the City, it shall be deemed to include the Boards for both the Parking Authority and HECFI.

- a) All Field Purchase Orders up to and including \$500 (all taxes included) shall require the approval of the Department Head or designate.
- b) All other purchase orders having an individual expenditure from \$501 up to and including \$18,000 **signed by the Purchasing Manager or designate.**
- c) All other purchase orders having an individual expenditure from \$18,001 up to and including \$29,000, the Chief Administrative Officer **and then signed by the Purchasing Manager or designate.**
- d) All individual expenditures from \$29,001 up to and including \$57,000 shall require the approval of two of the following: 1) the Chief Administrative Officer, 2) the Mayor 3) the Chairman of the Standing Committee **and then signed by the Manager of Purchasing or designate.**
- e) All individual expenditures exceeding \$57,000 shall require City Council approval **and then signed by the Manager of Purchasing or designate.**

Only the Manager of Purchasing or designate shall have the authority to sign a purchase order.

- f) When there is an increase to the total price of a purchase order, the increase shall be approved in accordance with the above spending limits. This will also apply to all change orders to contracts.
- g) The amounts stated are to be increased annually in accordance with the Consumers' Price Index and rounded to the nearest \$1,000, except for a) which shall be rounded to the nearest \$100.

NOTE: Exceptions to this policy are found in Corporate Policy #8.



## **8.0 EXCEPTIONS TO CORPORATE POLICY #7**

City **Council** recognizes that emergency situations occur and to ensure continuous operation of an essential service, authorizes the following exceptions to Corporate Purchasing Policy #7.

**In the case of an emergency, the Department Head, Manager or Chief Executive Officer or designates, have the authority to:**

- a) Spend up to and including \$18,000 with subsequent approval of the Purchasing Division.
- b) Spend from \$18,001 up to and including \$29,000 with subsequent approval of the Chief Administrative Officer for the City;
- c) Spend from \$29,001 up to and including \$57,000 with subsequent approval of two of the following: 1) the Mayor 2) the Chairman of the **Standing** Committee and 3) the Chief Administrative Officer.
- d) Spend over \$57,001 with subsequent approval of two of the following: 1) the Mayor 2) Chairman of the **Standing** Committee and 3) the Chief Administrative Officer.

Department Head, to submit a report to the next meeting of the respective Standing Committee explaining the action taken with reasons, costs, etc.

- e) All emergency expenditures must be confirmed in writing to the Purchasing Division with the reason(s) for the emergency **for sections b), c) and d)**.
- f) The Manager of Purchasing **or designate** will then issue a purchase order after the necessary approvals have been obtained.
- g) The amounts stated are to be increased annually in accordance with the Consumers ' Price Index and rounded to the nearest \$1,000.

## **9.0 TOTAL ACQUISITION COST**

The Purchasing division shall consider total acquisition costs, rather than only the lowest cost received.

"Total Acquisition Cost" shall mean the most cost efficient and effective manner and shall be the sum of all costs, including purchase price, all taxes, Canadian Content, warranty, life cycle cost, operating and disposal costs, incurred for determining the lowest acceptable bid meeting the specifications.

## 10.0 LOCAL BIDDERS

Subject to all Purchasing Policies and subject to the total acquisition cost being equal, it shall be the policy of the City to take into consideration the location of the bidders.

## 11.0 STANDARDIZATION

It shall be the policy of the City to standardize goods and services purchased with a view to reducing the numbers acquired to the smallest number consistent with City needs.

## 12.0 CANADIAN CONTENT

- a) The Corporation of the City of Hamilton's Purchasing Policy is designed to stimulate and encourage Canadian manufacturing activity and to assist Canadian suppliers in competition for the supply of goods and services to the City.

The Purchasing Division requires a 15% Canadian Content Preference on public tenders and proposals for the purchase of any single item or commodity grouping exceeding \$57,000 excepting those items covered by the Canada/U.S. Auto Pact and the Free Trade Agreement.

NOTE: A Canadian Content form must be completed. The National Standard of Canada definition #2-147.3-82 shall be used as the criteria for the definition of Canadian Content.

- b) Reference to South African policy be deleted.

## 13.0 DISPOSAL OF SURPLUS GOODS

- a) Where goods or equipment are surplus to the needs of any City Department, **Parking Authority and The Hamilton Entertainment and Convention Facilities Inc.**, the Manager of Purchasing or designate shall be so notified and permission to dispose of these goods shall be obtained from the Chief Administrative Officer, the General Manager or the Chief Executive Officer or designates. The only exception to this procedure will be garbage as defined by the Public Works Department.

The Manager of Purchasing or designate shall offer any useable goods or equipment declared surplus first to other City Departments, **then** to the Region and **other** Area Municipalities, Boards and Commissions, and **finally** to other public agencies within the Co-operative Purchasing Group. **Where possible a price should be paid.**

If, after this process, there are still goods or equipment to be disposed of, then the Manager of Purchasing or designate may cause them to be sold through sealed bids or public auction.

No employee, elected official, member of the immediate family of any employee or elected official, or agent on behalf of any employee or elected official, shall bid on the sale of any goods or equipment whether by sealed bids, public auction or otherwise.

Only those municipalities and public agencies within the Co-operative Purchasing Group which have adopted policies similar in content and intent to this Policy shall be permitted to participate in the disposal of their assets through any public auction sale or sealed bid process to be conducted by the City of Hamilton.

For the purpose of this policy:

"employee" shall mean any employee, appointed official, or director, of the Corporation of the City of Hamilton, its Local Boards, or the Hamilton Entertainment and Convention Facilities Inc., and;

"immediate family" shall mean any parent, step-parent, spouse, common law spouse, same sex spouse, child, step-child, brother, sister, step-brother, or step-sister.

- b) That all municipalities, and public agencies within the Co-operative Purchasing Group which have participated in the City of Hamilton's disposal of surplus goods or equipment by sealed bid or public auction be advised of this new policy.

#### **14.0 EMPLOYEES PROHIBITED FROM ACCEPTING REBATES MONEY ETC.**

**Deleted - Replaced with Human Resources policy to be approved by Council**

#### **15.0 PURCHASING POLICY FOR ENVIRONMENTAL PRODUCTS**

The Corporation of the City of Hamilton endorses all new policies and programs for the expanded use of products and services that contain the maximum level of post-consumer waste and/or recyclable content that will not significantly affect the intended use of the product or service.

Where goods or equipment are considered to be scrap, before disposal, the department head must so declare. The item(s) are to be separated and identified and then Purchasing is to be notified and the normal bidding process of sealed bids or auction will be used.



**CORPORATION OF THE CITY OF HAMILTON**  
**ADDENDUM to POLICY #7**

Date of Record: 1994 March 1				
Value of purchase (tax inc.)	Purchase order required	Method of Obtaining price	Code	Authority level
\$0 to \$500	Field purchase order	Dept contact vendor		Department head or designate
\$501 to \$2,500	purchase order	Dept obtain min 2 quotes, retain documentation. Contact purchasing if codes apply		Department head or designate
\$2,500 to \$5,000	purchase order	Purchasing obtain min 2 quotes, retain documentation. Contact purchasing if codes apply  <b>verbal quotation.</b>		Department head or designate
\$5,000 to \$18,000	purchase order	Purchasing obtain quotes, retain documentation.  <b>verbal or written quotation.</b>	[1]	Department head or designate
\$18,001 to \$29,000	purchase order	Purchasing obtain quotes, retain documentation.  <b>sealed quotation.</b>	[2]	Department head, C.A.O. for City Manager for Parking Authority Chief Executive Officer (CEO) for Hamilton Entertainment and Convention Facilities Inc. (HECFI)
\$29,001 to \$57,000	purchase order	Purchasing obtain quotes, retain documentation.  <b>sealed quotation.</b>	[2]	Department head plus two of the following for the City: C.A.O. Mayor or Chairman of the Standing Committee Manager and Chairman of the Board for Parking Authority CEO and Chairman of the Board for HECFI
Over  \$57,000	purchase order	Contact purchasing  <b>Public tender or proposal.</b>	[2],[3]	Council approval for City Board approval for Parking Authority Board approval for HECFI

- Notes: [1] Provided that the Purchase of Goods or Services does not involve, performance bonds, WCB certifications. If so contact Purchasing.
- [2] All emergency expenditures in these categories must be confirmed in writing to the Purchasing Division with reasons.
- [3] Department Head to submit a report to the next meeting of the respective Spending Committee explaining the action taken with reasons, costs, etc.

8(b)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 April 28

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** (1) Repeal By-law 84-108 Appointing Acting Treasurer  
(2) Appoint Acting Treasurers  
(3) Appoint Tax Collectors

**RECOMMENDATION:**

That the City Solicitor be authorized and directed to prepare by-laws to:

- (1) Repeal By-law 84-108 which appointed an Acting Treasurer,
- (2) Appoint Mr. Terry Daw and Mr. Nik Adhya as Acting Treasurers in the absence of the Treasurer, and
- (3) Appoint Mr. Terry Daw and the Treasurer as Tax Collectors for the City.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

- 1) With the retirement of the present Acting Treasurer, Roy Hammel, at the end of April 1994, the by-law appointing him in that capacity will be repealed.
- 2) In the absence of the City Treasurer at any time, including sickness and vacations, it is prudent to continue to appoint other Treasury officials who can act in the Treasurer's stead. It is recommended that both the Manager of Revenues and the Manager of Budgets be appointed and that either be assigned the Acting Treasurer's role as necessary from time to time by the City Treasurer.
- 3) The Municipal Act allows for the appointing of more than one Tax Collector. For administrative purposes it is advisable for the City to take this action in order that more than one official be authorized to approve the various required tax collection actions. It is therefore recommended that the Manager of Revenues, in addition to the City Treasurer, be appointed Tax Collectors for the City of Hamilton.

These various appointments require Council approval in the form of a by-law (copies of which are attached).

IRH/irh

Att'd

The Corporation of the City of Hamilton

BY-LAW NO. 94-

To Appoint:

## AN ACTING TREASURER

**WHEREAS** Subsection 77(3) of the Municipal Act, R.S.O. 1990, Chapter M.45 provides as follows:

"77(3) When the office of Treasurer is vacant or the Treasurer is unable to carry on his or her duties through illness or otherwise, the Council may appoint a temporary Acting Treasurer who shall have all the powers and duties of the Treasurer under this and every other Act.";

**AND WHEREAS** it is intended to provide for the continuance of the normal operations of the Treasury Department and duties of the Treasurer during the absence of the Treasurer through illness or otherwise, including vacation;

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. Either Terrance W. Daw or Nikhil R. Adhya is appointed Acting Treasurer and shall assume the duties and responsibilities during the absence of the Treasurer through illness or otherwise, including vacation.
2. By-law No. 84-108 is hereby repealed.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

CITY CLERK

MAYOR



The Corporation of the City of Hamilton

BY-LAW NO. 94-

To Appoint:

## A COLLECTOR

**WHEREAS** Subsection 85(1) of the Municipal Act, R.S.O. 1990, Chapter M.45 provides as follows:

"85(1) The council of every municipality shall appoint as many collectors for the municipality as it considers necessary.";

**AND WHEREAS**, at present, only the Treasurer, by virtue of his office, is an appointed Tax Collector;

**AND WHEREAS** it is intended to appoint more than one tax collector for the purpose of being available for administrative duties of this function;

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. Allan C. Ross, City Treasurer, is hereby appointed and continues as a Collector for The Corporation of the City of Hamilton.
2. Terry Daw, Manager of Revenues, is hereby appointed a Collector for The Corporation of the City of Hamilton.

**PASSED** this                      day of                      , 1994.

CITY CLERK

MAYOR



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

9(a)

**DATE:** 1994 April 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Tina Agnello, Secretary  
Football Hall of Fame and Museum Management Committee

**SUBJECT:** 1994 Grey Cup Parade Float - Vancouver, B.C.

**RECOMMENDATION:**

That consideration be given for the City of Hamilton to parade a float in the 1994 Grey Cup Parade to be held in Vancouver on 1994 November 27.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

*W. Agnello*

An upset fee of \$25,000. would be required to refurbish the existing Vancouver float so that it could be used at the Grey Cup Parade. A breakdown of this amount is as follows:

- refurbishing of float - \$22,500.
- entrance fee for Parading - \$500. to \$1,000.
- two Hall of Fame people to man float - \$1,500. to \$2,000.

**BACKGROUND:**

The Canadian Football Hall of Fame and Museum Management Committee at its meeting of 1994 March 14 was in receipt of a report from the Managing Director recommending that a float be paraded in the 1994 Grey Cup Parade. The Committee was also in receipt of correspondence from the Kitchener-Waterloo Oktoberfest Parade Committee requesting the same. Since financing of the Grey Cup float has previously come from the City, the Committee's decision was to refer the report and correspondence to the Finance and Administration Committee for a decision.

The original request to parade at both the Grey Cup and Oktoberfest Parades was brought before the Finance and Administration Committee on 1994 March 24 at which time the Committee referred back the report with a request for specifics on the exact costing of the City's participation, as well as alternative proposals on a scaled down version in addition to requesting information from the Treasurer on the Hamilton Firefighters Drum Corps' participation at past Grey Cup parades.



This referral back was brought before the Canadian Football Hall of Fame and Museum Management Committee at its meeting of 1994 April 11 at which time the Committee determined the cost breakdown as noted under "Financial Implications". They also felt that a scaled down version of a float entry at a parade is not possible and as such suggested that there are three options:

1. To parade a float and enter a band.
2. To parade a float or enter a band.
3. To have neither.

With regard to the Oktoberfest Parade, the Committee determined that since this is not a Canadian football related event, the City not participate.

Regarding the band, the Committee determined that this also is not a Canadian football related function and as such should be left with the City of Hamilton to determine if their attendance is appropriate.

The Committee concurred that, in view of the fact that the City of Hamilton is vying for future Grey Cup festivities, a presence at the 1994 parade in Vancouver is of utmost importance.

cc: J. Smith, Managing Director, Canadian Football Hall of Fame and Museum  
B. Tidball, Chairperson, C.F.H.F.M.M.C.

TA/jt

9 (b.)

**CITY OF HAMILTON  
- INFORMATION -**

**DATE:** 1994 May 2

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. Allan C. Ross  
Treasurer

**SUBJECT:** Grey Cup Participation by the Hamilton Firefighters  
Drum Corps

**BACKGROUND:**

At the Finance and Administration Committee meeting 24 March 1994, an Information Report was requested relative to the participation of the Hamilton Firefighters Drum Corp in the annual Grey Cup. The following table summarizes the Grey Cup for the past decade.

<u>Year</u>	<u>Location</u>	<u>Participation</u>	<u>Amount of Contribution</u>
1993	Calgary	No band participation	\$0
1992	Toronto	No Parade	\$0
1991	Winnipeg	Band participation	\$26,000
1990	Vancouver	Band participation	\$30,000
1989	Toronto	Band participation	\$ 1,000
1988	Ottawa	Band participation	\$ 5,000
1987	Vancouver	Band participation	\$26,260
1986	Vancouver	Band participation	\$24,700
1985	Montreal	Band participation	\$ 8,000
1984	Edmonton	No band participation	\$0

2 May 1994

-page 2-

Susan K. Reeder, Secretary  
Finance and Administration Committee

**BACKGROUND:** (continued)

The City of Hamilton has requested the Bands participation subject to their availability (thereby requiring sufficient notification to make the necessary arrangements) and City budget.

Attached are two quotes relating to accommodation and travel arrangements for the band to participate in the 1994 Grey Cup. According to Bob Fyfe, President of the Hamilton Firefighters Drum Corps, the band would be available to represent the City at the 1994 Grey Cup in Vancouver, should the City request this and provide the necessary funding for this participation.

The 1994 City budget for Grey Cup participation is \$15,000.

*Allan C. Ross*





Mountain Plaza, 679 Upper James Street, Hamilton, Ontario Canada L9C 5R9 Telephone: (416) 388-4121

April 20, 1994

Mr Bob Fyfe,  
Hamilton Firefighters  
Drum Corps

Dear Bob:

Thank you for giving me the opportunity to quote the Hamilton Firefighters Drum Corp's Grey Cup travel this year.

I have enclosed two quotes: one with scheduled flights using Air Canada, which would offer several flights a day; and one with Canada 3000 charter flights, which operate usually one flight a day (no flight times available for charters as yet).

Besides the schedule choices, the other difference I wanted to mention between Air Canada and Canada 3000, is baggage allowance. Air Canada allowance is 2 pieces, maximum weight per piece 32 KG. Canada 3000 allowance is also 2 pieces, maximum total combined weight of 20KG, excess baggage at \$5 per kilo, although I have been advised by Adventure Tours that Canada 3000 often relaxes the restrictions on band groups and waives the excess charges.

I have also quoted your transfers using 2 coaches to carry 65 passengers. I know in the past the group usually managed with 1 coach for the parade transfer and sometimes even the return airport transfer. For any coach not required the cost is decreased by \$342.40.

Having handled the travel arrangements for your group for several Grey Cups, I would appreciate the opportunity to work with you again.

If you have any questions or concerns regarding the quotes, please do not hesitate to call me.

Regards,  
Marlin Travel

*Anne Hall*

Anne Hall  
Travel Counsellor



Mountain Plaza, 679 Upper James Street, Hamilton, Ontario Canada L9C 5R9 Telephone: (416) 388-4121

QUOTE PREPARED FOR  
HAMILTON FIREFIGHTERS DRUM CORPS  
GREY CUP 1994 - VANCOUVER

AIR CANADA 3000 CHARTER - 65 seats - November 25 to 28, 1994  
1 free for every 20, 21st pays taxes

	\$349.00 X 62 . . . . .	\$21,638.00
tax	56.99 X 65 . . . . .	3,704.35
TOTAL AIR		\$25,342.35

TRANSFERS

Hamilton to Toronto Airport & return  
\$1300.00 + 91.00 GST

Vancouver Airport return transfers  
\$685.00 + 47.95 GST

Parade - return transfers  
\$640.00 + 44.80 GST

TOTAL TRANSFERS \$ 2,808.75

ACCOMMODATION

16 rooms based on quad occupancy for 3 nights  
\$2880.00 + 489.60 tax & SC

TOTAL ACCOMMODATION \$ 3,369.60

TOTAL COST \$31,520.70

Prices are current as of April 20, 1994, but are subject to change and to availability.

Marlin Travel also provides at no cost to our clients, \$250,000.00 Air Flight Accident Insurance.



Mountain Plaza, 679 Upper James Street, Hamilton, Ontario Canada L9C 5R9 Telephone: (416) 388-4121

QUOTE PREPARED FOR  
HAMILTON FIREFIGHTERS DRUM CORPS  
GREY CUP 1994 - VANCOUVER

AIR AIR CANADA - 65 seats - November 25 to 28, 1994  
1 free for every 30 passengers

	\$409.00 X 63 . . . . .	\$25,767.00	
tax	69.96 X 63 . . . . .	4,407.48	
		TOTAL AIR	\$30,174.48

TRANSFERS

Hamilton to Toronto Airport & Return  
\$1300.00 + 91.00 GST

Vancouver Airport return transfers  
\$685.00 + 47.95 GST

Parade - return transfers  
\$640.00 + 44.80 GST

TOTAL TRANSFERS \$ 2,808.75

ACCOMMODATION

16 rooms based on quad occupancy for 3 nights  
\$2880.00 + 489.60 tax and SC

TOTAL ACCOMMODATION \$ 3,369.60

TOTAL COST \$36,352.83

Prices are current as of April 20, 1994, but are subject to change and to availability.

Marlin Travel also provides at no cost to our clients, \$250,000.00 Air Flight Accident Insurance.





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

10(a)

**DATE:** 1994 May 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

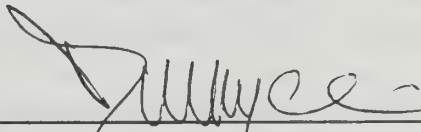
Chief G. Baker,  
Fire Chief

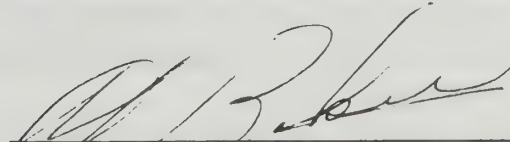
**SUBJECT:** Supply, Delivery and Installation of Furniture,  
Fire Station 4, Macassa Park

**RECOMMENDATION:**

That a purchase order be issued to R.C. Dawson, Hamilton, in the amount of \$77,587.69, including all applicable taxes for the supply, delivery and installation of furniture at Fire Station 4, Macassa Park, being the only acceptable of eleven tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

**NOTE:** Funds available in Fire Station 4, Macassa Park Account No. CF 5200 489241009.

  
\_\_\_\_\_  
D. W. Vyce, Director, Property Department

  
\_\_\_\_\_  
Chief G. Baker, Fire Department

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N.A.

## BACKGROUND:

### 1. TENDER ANALYSIS

N0.	CONSTRUCTION COMPANY	TENDER BID	MANUFACTURER
1.	Terence Webster Design Associates Ltd.	\$ 37,035.66	Global Group
2.	Artopex Plus Inc.	45,251.05	Artopex Plus Inc./Pro Meubles
3.	OE Furniture	48,365.24	Steelcase 9000
4.	Infofite Systems Inc.	51,112.09	Calstone/Curtis/Office Speciality
5.	Lordly Jones	54,148.90	Teknion/Lacasse, Cdn. Seating/Cutis/Office Speciality
6.	Bruce Raham Business Interiors Inc.	58,080.08	Precision/Kreuger/United Chair
7.	Designated Space Inc.	58,530.15	Haskell/Allsteel
8.	<b>R. C. Dawson</b>	<b>65,095.24</b>	<b>As per specifications</b>
9.	Basics Office Products	65,819.86	Herman Miller
10.	Bruce Raham Business Interiors	66,092.34	Precision/Kreuger/United Chair/Cdn Atlas
11.	W.B.I. (Williams Business Interiors)	73,340.53	Knoll Group/Curtis/Global Office Specialty

Because a Fire Hall by its nature is in use 24 hours every day of the year, all furnishings must reflect this usage by being durable, comfortable and as maintenance free as practical.

The specifications developed by the Consultant Team and end user (Fire Department) reflected this fact.

The bid by R.C. Dawson of Hamilton met the City's specifications, all bids lower in price did not. Alternative products were offered which in the Consultant Team's opinion did not meet the intended requirement, of durability, comfort, flexibility in terms of the desks being adaptable to changes in personnel and job function, barrier free in the desks and filing cabinets, long term maintenance requirements and overall life of the product.

The furniture specified is the same product as used in Station #2 on Upper Wellington Street near Stonechurch Road. The furniture at this location has been in place for three (3) years and is performing extremely well. It's for this reason that the end user and Consultant Team specified the type of furniture herein. The Consultant Team believes that in the long run the quality and durability aspects will be of benefit to the City financially, let alone the comfort and ergonomic qualities provided to the users on a 24 hour basis.



**BACKGROUND:. . . . .Cont'd**

**1. TENDER ANALYSIS. . . . .Cont'd**

I can advise you that when Station #6 was built at Wentworth and Barton Streets, a different quality of furniture was provided. The furniture, I am informed by the end user, provided only three (3) years service.

The staff also considered using the furniture currently in place at Stations 4 & 12 for the new building. This idea was quickly dismissed however because of the poor condition of the existing inventory.

The importance of a single supplier to achieve uniformity in covering warranty problems is desirable. If we were to mix and match furniture with different suppliers. Who to call to cover warranty item would become unduly complicated

In analyzing the Bids the expertise and experience of the following individuals were used:

G.H. Smith	- Deputy Chief, Hamilton Fire Department
R. F. Lintack	- Consulting Architect, S. M. Roscoe Inc.
J. Duda	- Interior Designer, Prizma Design Studio
D. Keba	- Project Manager, Property Department

The unanimous choice of all of the above was R.C. Dawson because of quality and ergonomics.

**2. FURNISHINGS SUPPLIED:**

Desks:

3 only 60"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; steelgoods - one file/one box drawer.

3 only same as above but right-hand side clear leg access to corner unit.

2 only 48"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; three box drawers.

3 only 48"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; three box drawers but right-hand side clear leg access to corner unit.

1 only 42"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; three box drawers.

**BACKGROUND: . . . . .Cont'd**

**2. FURNISHINGS SUPPLIED:**

6 only 42"w X 30"d X 29"h corner unit with 3/4ht modesty panel; laminate top with 3½" X 1¾" grommet hole.

6 only 2 roll out keyboard drawers for corner units.

5 only 60"w X 30"d X 29"h single pedestal desk with 3/4ht modesty panel; laminate top with 3½" X 1¾" grommets steel case-goods three box drawers.

**Finishes**

All tops to be Wilsonart Nebulas laminate #H-23 graphite. All steel case-goods to be #TR-T tan.

**Work Tables**

Location: Commons Room and Study Room.

1 only 72"w X 36"d X 29"h racetrack table; laminate top, vinyl edge; painted base.

1 only 72"w X 36"d X 29"h racetrack table with stretcher; two piece laminate top, vinyl edge.

**Finishes**

All tops to be Wilsonart Nebulas laminate #H-27 Hunter. Vinyl edge & painted base-goods to be #TR-K charcoal.

**File Cabinets**

2 only four drawer later files 36"w X 18"d X 50¾"h equipped with four 12"h drawers with side-to-side hanging bars Tag: Administrative Offices.

5 only three drawer later files 36"w X 18"d X 38⅞"h same as above  
Tag: 3 only for second floor offices, 2 only for Fire Prevention Office.

1 only lock to be keyed alike with storage cabinet  
Tag: Communication Centre.

**Finishes**

Files to be #TR-tan

**BACKGROUND: . . . . .Cont'd**

**2. FURNISHINGS SUPPLIED: . . . . .Cont'd**

Storage Cabinets

2 only four-high storage cabinets 36"w X 18"d X 50 $\frac{3}{4}$ "h with two shelves, Locks are standard and must be taken  
Tag: Administrative Offices.

5 only three-high storage cabinets 36"w X 18"d X 38 $\frac{7}{8}$ "h with one shelf, Locks are standard and must be taken  
Tag: 3 only for second floor offices, 2 only for Fire Prevention Offices.

1 only three-high same as above but lock keyed alike with file  
Tag: Communication Centre

4 only three-high open bookcases 36"w X 14"d X 38 $\frac{7}{8}$ "h with two adjustable shelves,  
Tag: 2 only for Training Room, 2 only for Computer Room.

**Finishes**

Files to be #TR-tan

**Steel Shelving:**

24 only Muscle rack 36"w X 18"d X 72"h with five shelves. Light grey finish.

**Chairs:**

8 only Management high-back seamless chairs with chrome metal arms and base; upholstered outer shell; soft casters; grade A fabric Tag: 2 only for Administrative Offices, 3 only for second floor offices, 1 only for Communication Office

**Finishes**

Fabric to be Tellure #3A-18 black Chrome arm and base.

Tag: 2 only for Control Area \* Fabric to be Ravenna #3E-4 melange

Note: 20 additional chairs added to cost.

34 only Seamless Management high-back chairs with chrome metal arms and base; upholstered outer shell; soft casters; grade A fabric Tag: 2 only for Administrative Offices, 3 only for second floor offices, 1 only for Communication Office.



**BACKGROUND: . . . . .Cont'd**

**2. FURNISHINGS SUPPLIED: . . . . .Cont'd**

Storage Cabinets. . . . .Cont'd

Tag: 4 only for Administrative Offices, 6 only for second floor offices, 2 only for Communication Centre Office, 12 only for Common Room, 5 only for Study, 4 only for Fire Prevention Room, 1 only for Training Room.

**Finishes**

Fabric to be Ravenna #3E-4 melange

1 only CART-23 dolly-stacks 14 chairs

40 only 23 stacking arm chairs with polypropylene back, seat and arm caps; frame fashioned or two 3/8" solid steel rods 17 1/2" w seat, 32" overall ht.

**Finishes**

TRI black on frame; black arm, back, seat

2 only Eldon #1860-10 lettersize hot files with basic pocket and 2 add-on pockets; Finish to be CRYSTAL

**3. PROJECT DESCRIPTION:**

- .1 The City of Hamilton's Fire Department requires furnishings for a New Fire Station with a total floor area of approximately 1900 sq.m. (21,000 sq.ft.). This New Station will amalgamate the Upper Wentworth and Mohawk and the Upper Gage and Queensdale Stations.
- .2 The Station will house a 3 bay, 5 vehicle, storage area along with a hose and tarp drying tower. The staff area, will accommodate 40 firefighters in 4 shifts with 10 firefighters on duty per shift.
- .3 An area of the building will be used as a communications centre, 11 staff, an indoor training classroom, 30 staff, emergency operations centre, 20 staff, fire prevention office, 4 staff and trunking systems offices, 3 staff.
- .4 The new facility is located on the East side of Upper Sherman Ave., between Mohawk Road and Macassa Ave., within the North West corner of Macassa Park. Included as part of this project will be staff parking for 20 cars, a refuelling island, an outdoor training area and a 30 car public parking lot, located as a separate entity, to serve Macassa Park activities.

**BACKGROUND:. . . . .Cont'd**

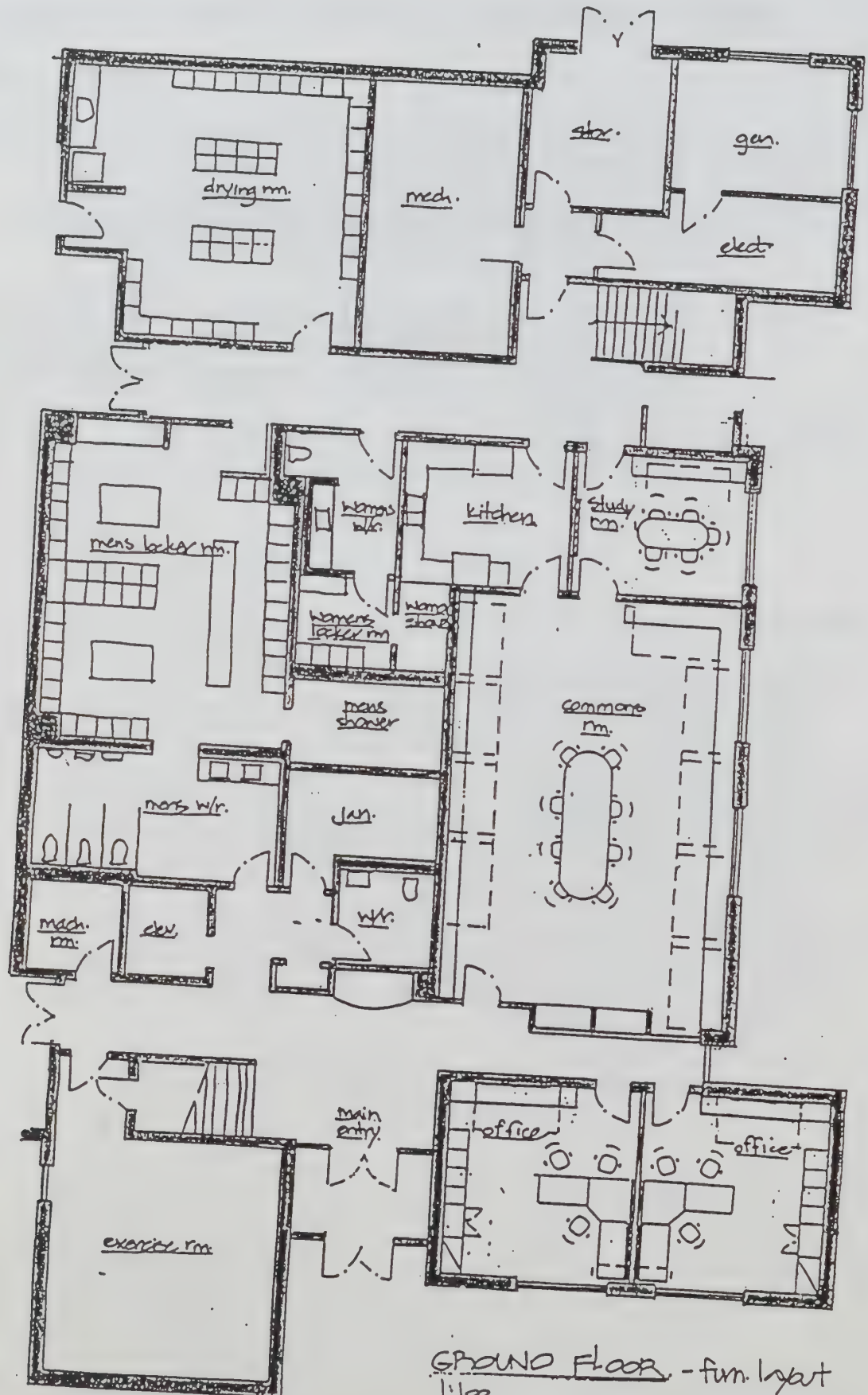
**3. PROJECT DESCRIPTION:. . . . .Cont'd**

- .5 Construction is expected to be completed about the middle of June of this year 1994.
- .6 This project approved through the Finance & Administration Committee in the 1992/96 Capital Budget is funded at \$3,200,000.00
- .7 The Public Works Department has made available up to \$45,000.00 from account No. CF 5010 629054012, for the development of the public parking lot and removal of Mangalore Gardens, for a total Project Budget of \$3,245,000.00.

DK/jn

c.c. Alderman T. Jackson, Alderman, Ward 6  
Alderman Bob Charters, Alderman, Ward 6  
Joe Pavelka, Chief Administrative Officer  
Allan C. Ross, Treasurer  
P. N. Johnson, City Solicitor  
R. Martiniuk, Manager, Architectural Division  
G. Smith, Deputy Fire Chief  
T. Bradley, Manager of Purchasing  
R. Lintack, Consulting Architect, S.M. Roscoe Inc.  
J. Duda, Interior Design, Prizma Design Studio  
I. Tesch, Buyer, Purchasing Division  
D. Keba, Project Manager

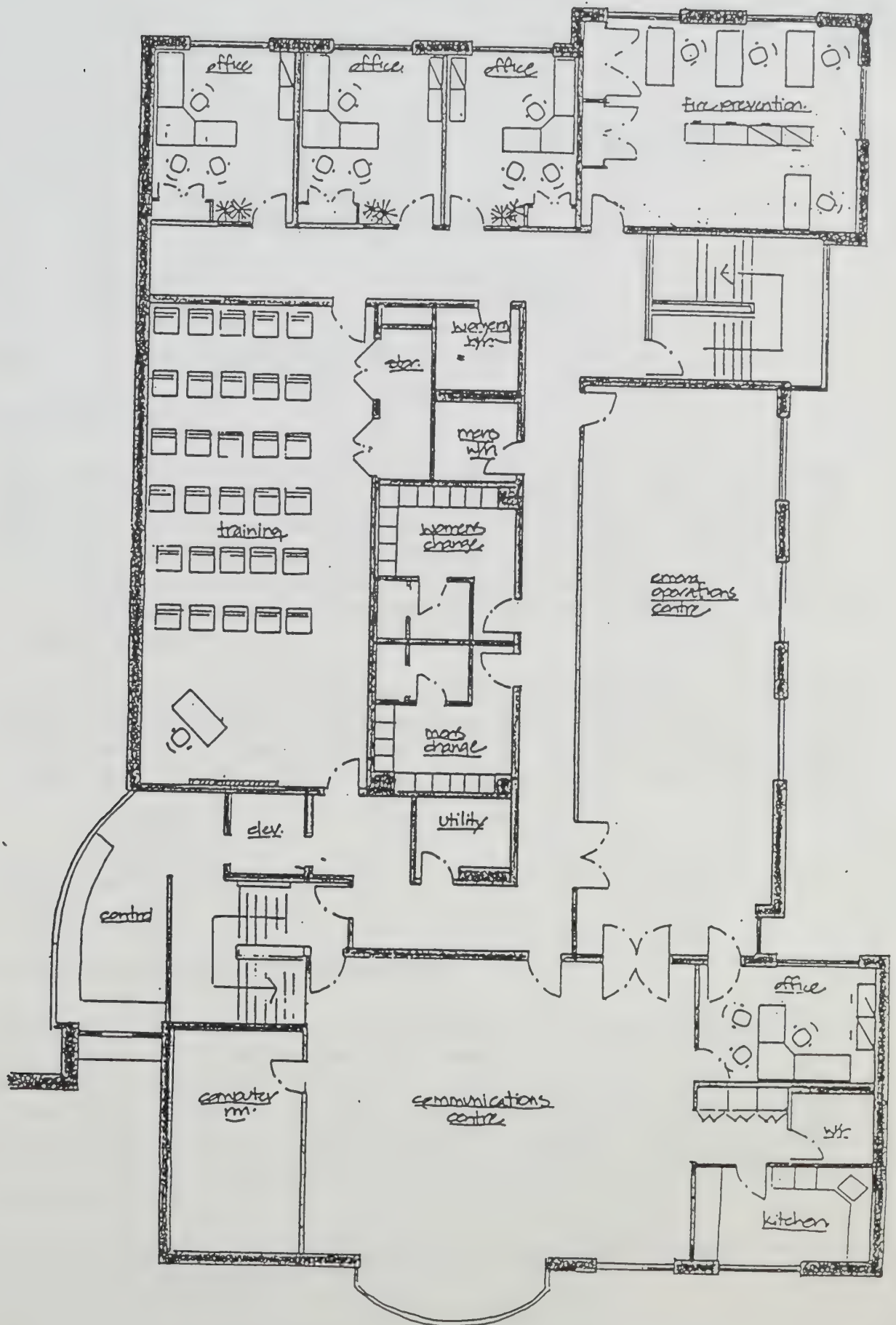
# FURNITURE LAYOUT FIRE STATION 4



GROUND Floor - furn. layout  
1/100



FURNITURE LAYOUT  
FIRE STATION 4



SECOND FLR. furn. layo



10 (b)

APR 28 1994

**FROM:** G. Baker  
Fire Chief

D. Vyce  
Director of Property

- a) That authorization be given to the Fire Chief and Director of Property to proceed with immediate repairs at the Central Fire Station, John Street North, including the replacement of underground storage tanks and faulty fuel supply lines, removal of contaminated soil in accordance with provincial regulations and repairs to portions of the concrete courtyard area at the rear of the building, which is used for parking and manoeuvring of trucks and has been damaged and undermined due to the seepage of ground water.
- b) That the cost of this work which is estimated to be \$60,000, **plus** the cost to cure the soil contamination problem and damaged concrete, the extent of which is unknown until excavation takes place, be allocated out of the 1994 Capital Contingency and be financed from the Reserve for Capital Projects Account Centre No. CH 00203.

The recommendation for financing of the works to be undertaken has been discussed with and approved by the City Treasurer.





**BACKGROUND:**

Extensive repairs are required to replace the steel piping which carries fuel from the storage tanks to the dispensing pumps and also to an emergency generator located on the roof of the Central Fire Station. The surrounding soil has been contaminated by diesel fuel which has leaked from the rusted steel pipes. This has been confirmed by conducting tests of the soil. The extent of soil contamination is not known at this time and cannot be determined until excavation of the area takes place. All contaminated soil will be removed in accordance with provincial regulations. Excavation to remove the contaminated soil will also result in the removal of a reinforced concrete pad adjacent to the storage tanks. The concrete pad will require replacement after excavation.

We have been advised by Provincial Environmental Services Inc. that the present storage tanks will not meet the requirements of the Gasoline Handling Act (Revised September, 1993) effective December 31, 1996. Since we are excavating the space, it is also an opportune time to replace the storage tanks.

Furthermore, some of the concrete pads forming part of the courtyard parking and manoeuvring area at the rear of Central Fire Station require repairs. Surface water has leaked into cracks in the concrete, undermining the area and causing leakage into the basement of the building. Replacement is required to repair the area to ensure safe access to the premises and prevent further damage to the building itself.

cc Allan C. Ross, Treasurer  
R. Swan, Manager, Building Operations & Maintenance Division  
Attention: N. Roundis








**NOTICE OF MEETING**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, 1994 May 26th**

**9:30 o'clock a.m.**

**Room 233, City Hall**

  
**Susan K. Reeder,**  
**Secretary**

**AGENDA**

**1. CONSENT AGENDA**

URBAN MUNICIPAL

**2. TREASURER**

MAY 1994

- (a) 1993 Financial Report GOVERNMENT DOCUMENTS

Note: Representatives of the City's External Auditor - MacGillivray Partners, will be in attendance to answer any questions on the Financial Report

Copies of the Financial Report have been circulated to all members of City Council, and all members of City Council are invited to attend the meeting.

- (b) The City of Hamilton Investment Policy and Cash Management Practices.

Copies of the Policy have been circulated to all members of City Council and the Management Team

- (c) Organizational Restructuring - Treasury Department Budget Section

- (d) Information Report - Treasurer - Grey Cup Participation by the Hamilton Firefighters Drum Corps.

Note: A representative of the Hamilton Firefighters Drum Corps will be in attendance to answer any questions.

**3. MAYOR ROBERT M. MORROW**

Arts and the Cities' Ontario Region Meeting



4. **CITY CLERK**

Requested Information Report - Response to the submission of the Hamilton Farmers Market Stallholders Association request to decrease their 1994 rental fees.

5. **TABLED ITEM**

Potential Street Vendor location

- (a) Comments from the Ottawa Street B.I.A. on the proposal to locate a Street Vendor location on the south-east corner of Ottawa Street North and Dunsmure (at YWCA).- (copy to follow)

6. **REFERRAL BACK FROM CITY COUNCIL**

Supply, Delivery and Installation of Furniture, Fire Station 4, Macassa Park

- (a) Information Report - Acting Fire Chief and Director of Property

7. **ACTING CITY CLERK AND DIRECTOR OF PROPERTY**

Market Lighting Policy

8. **DIRECTOR OF PROPERTY**

- (a) Security and General Maintenance Improvements - City Hall
- (b) 1994 Reduction Packages - Property Department
- (c) Final Report - City Hall Space Study

9. **DIRECTOR OF PROPERTY AND DIRECTOR OF INFORMATION SYSTEMS**

Information Systems - Hamilton City Hall - Termination of Contract with Memphis-Kendall Builders Inc. - Computer Renovation and Relocation.





Page Three  
Finance and Administration Committee  
1994 May 26th

10. **DIRECTOR OF INFORMATION SYSTEMS**

Central Computer Processor Replacement and Disk Drive Lease Renewals

11. **FRENCH SUB-COMMITTEE**

1994 Membership Fees - Francophone Association of Municipalities of Ontario

12. **FIRE CHIEF**

Purchase of one (1) Combination Fire Apparatus

13. **PRIVATE AND CONFIDENTIAL AGENDA**

14. **OTHER BUSINESS**

15. **ADJOURNMENT**





2 (a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** 1993 Financial Report

**RECOMMENDATION:**

- a) That the Finance and Administration Committee accept the 1993 Financial Report and forward it to City Council for information purposes.
- b) That the City Treasurer arrange to publish on one occasion the required 1993 financial information, based on the audited report, in The Hamilton Spectator as soon as possible, but in any event, within sixty days of receiving the audited statements and in accordance with regulations of the Ministry of Municipal Affairs.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

Mr. M. B. Chandrashekar, Supervisor of Accounting and his staff have prepared the 1993 Financial Report, attached, in accordance with regulations of the Ministry of Municipal Affairs, The Municipal Act, C.I.C.A. and relevant Federal Acts. Similarly, the 1993 Financial Report of H.E.C.F.I. and Hamilton Public Library were prepared by Mr. J. Leuser, C.A., Director of Finance and Administration, and Mr. B. Guise, C.A., Administrator of Finance and Property respectively and their staff. The City Treasurer expresses his appreciation for this fine demonstration of co-operation and effort. These statements have been forwarded to the Ministry of Municipal Affairs in Toronto.

**BACKGROUND: - Continued**

The certificate of our Auditor, MacGillivray Partners, Chartered Accountants, contains a clear opinion, free of any qualifications. This report also indicates that the City of Hamilton is in sound financial condition.

I would like to draw your attention to the following accounting items which are noted within the 1993 statements:

- 1) The Social Contract Act. The Province's Social Contract Act was announced after the approval of the 1993 Budget. The requirements of the Act were dealt with and met for the 1993 year. Nevertheless, in keeping with the Ministry directives, the City's target is reported in the notes to the financial statements.
- 2) Ontario Home Renewal Program (O.H.R.P.). In preparing summary information on this fund for the Ministry of Housing there was a discrepancy noted between the trust fund balance reported to the Province and that of the accounting records, causing a need for an analysis of the balance. Based on this analysis, a prior year's adjustment was made to recognize the sources of the discrepancy which had the effect of reducing the balance of this fund. Auditors performed a special review of the adjusted fund balance as of December 31, 1993, and issued a confirmation.
- 3) Change in Accounting Practice. A change in accounting practice resulted in a one-time adjustment for extraordinary revenue with respect to the recognition of the Regions' and School Boards' shares of tax remissions and uncollectible taxes in 1993. The adjustments has previously been recognized in the year following the year incurred. This change was previously reported to the Finance and Administration Committee.
- 4) Early retirement. An early retirement package was offered in conjunction with the Social Contract to reduce current staffing expenditure. This program is specifically referenced in the notes to the financial statements.

The 1993 Financial Report for the Parking Authority of the City of Hamilton (Pages 47 to 57), the Hamilton and Scourge Foundation Inc. (Pages 86 to 90), Hamilton Housing Company Limited (Pages 91 to 96), The Hamilton Municipal Retirement Fund (Pages 97 to 103) and the Municipal Non-Profit (Hamilton) Housing Corporation (Pages 112 to 123), have also been prepared by the Treasury Department in accordance with the respective statutes and regulations of the Ministry of Municipal Affairs, Ministry of Housing and The Municipal Act.

Susan K. Reeder, Secretary  
Finance and Administration Committee  
1994 May 17 - Page 3

**BACKGROUND: - Continued**

Other Financial Reports, such as the Business Improvement Areas (Pages 58 to 85), and the Hamilton Hydro Electric System (Pages 104 to 111) are also included in this report. The certificates for all these financial report are included from our Auditors, MacGillivray Partners, Chartered Accountants.

The Municipal Act, R.S.O. 1990, Chapter M.45, Section 83 (1), provides that the City Treasurer must either publish, mail or deliver, a copy of the required financial statement to the ratepayers, and also provides that the statements may be published in such a form as the Ministry may prescribe. As outlined in the regulations of the Ministry of Municipal Affairs under "Financial Disclosure to the Public", these statements may be published in The Hamilton Spectator on one occasion within the time requirement specified by regulation which states that publication must take place within sixty days of receiving the audited Financial Statements and Auditor's Report, that is, by June 30.

MBCS:jc  
Att'd.

c.c. MacGillivray Partners  
Attention: Mr. M.G. Collyer, F.C.A.

Mr. J.A. Leuser, Director of Finance  
& Administration - H.E.C.F.I.

Mr. B. Guise, Administrator of Finance  
and Property - Library





2. (b)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** The City of Hamilton Investment Policy & Cash  
Management Practices

**RECOMMENDATION:**

- a) That the City continue to manage its investment portfolio, specifically the general fund, reserves, reserve funds, capital funds and trust funds, (with the exception of the Hamilton Public Library Capital Endowment Trust Fund and Special Gift Trust Fund which are managed by the Hamilton Foundation in accordance with the procedures established and approved by the Hamilton Public Library Board) in accordance with the procedures outlined in the Municipal Act.
- b) That the overall minimum required credit rating for long term investments be maintained at a level "A" rating and short term investment at a level of "R-1 (low)", as defined by the Dominion Bond Rating Services (DBRS) and Canadian Bond Rating Services (CBRS). The size of investment holdings and minimum credit ratings vary between the Federal Government, Provincial Government, Municipal Government, Schedule I banks, Schedule II banks, and Trust Corporations, as outlined in Appendix IV.
- c) That the Treasurer be authorized to enter in an agreement with the City's banker, satisfactory to the City Solicitor, to provide for the safe-keeping and custody of securities for the City's investment portfolio.
- d) That the Treasurer be authorized to enter into a Securities Lending agreement with the City's banker to generate additional income to reduce the costs of c) above.

*Allan C. Ross*

### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

An estimated  $\frac{1}{8}$  of 1% additional return could be earned on the City's average short term investment portfolio of \$94,928,000 by broadening the eligible institutions to include up to 25% of investments with Schedule II Bank and Trust Corporations, amounting to \$29,000.

The estimated annual cost of \$1,250 for maintaining and safeguarding these securities by the City's banker (currently the Canadian Imperial Bank of Commerce) would be charged to Center No. CH 24132 Bank Charges, and this cost would be offset partially by the Securities Lending Agreement held with the Canadian Imperial Bank of Commerce.

### **BACKGROUND:**

In past years, the City traditionally maintained a very conservative investment policy restricting its investments mainly to the City's banker and occasionally with other Schedule I chartered banks, Canadian and Provincial treasury bills and some municipal debentures. Over the years, the departmental policy has been modified and become more sophisticated to take better advantage of the best possible rates of return. This policy is now being brought forward for Committee consideration and approval.

Cash management is a very important component of the overall financial management of the City. The documentation and adherence to the policy and the following objectives will act as an essential means of communication between City staff and the various financial institutions.

The objectives of the City's investment policy, in order of priority, are:

1.     **Legality of investments;**
2.     **Preservation of principal;**
3.     **Maintenance of necessary liquidity;**
4.     **Realization of a competitive rate of return;**
5.     **Maintenance of a zero balance in consolidated bank accounts.**

Under the policy being introduced, a minimum of 50% of the fund (to a maximum of 100%) would be maintained in Federal, Provincial, Municipal and Schedule I banks investments. To attempt to optimize the rate of return, a maximum investment with Schedule II banks and Trust Corporations would be limited to 25% of the portfolio. The details of the proposed policy are identified in Appendix IV, and include limits upon the maximum amounts that may be invested with any one financial institution.



Susan K. Reeder, Secretary  
Finance and Administration Committee  
1994 May 18 - Page 3

**BACKGROUND: - Continued**

Under present practices all money market instruments such as Government of Canada Treasury Bills, Provincial Treasury Bills, Canadian Chartered Bank Bankers Acceptances and Bearer Deposit Notes, Government of Canada Residuals, Provincial and Canada Bonds, etc. are held in safekeeping on the City's behalf at the issuing financial institutions at no safekeeping costs. The City normally keeps the long term instruments such as municipal bonds and other instruments, whose maturity does not happen within one year and the City is responsible for redeeming coupons on bonds at maturity. On approval of the recommendation the City's banker, presently the Canadian Imperial Bank of Commerce, will maintain the custody of all investment instruments (both short and long term instruments), and will be responsible for redeeming the bonds and coupons at maturity and settling payments with various institutions at the instruction of the Treasury Department. This custodial arrangement will help to eliminate the issuance of daily cheques, keep close control on the redemption of securities on their due date at a minimum cost and earn extra income on securities lending, without losing all rights to ownership, dividends and interest.

The safekeeping of securities opens an opportunity to earn additional income by participating in the bank's securities lending program. The securities lending program is a highly specialized program with a complex settlement service. An indemnity by the banker protects the City against risk of default. Over the last decade the practice of lending securities has filled a steady, continuing demand for temporary use of securities. This demand is generated by the broker/dealer community which uses the securities to execute various investment strategies including short selling, hedging and arbitrage. In this way, securities lending facilitates the smooth functioning of the market and provides institutional funds with a method to leverage the returns on their assets. The benefit for these funds are evident: extra income, no cost, and zero risk.

For your information, I am also enclosing in the attached documentation the details of the proposed investment policy and cash management practices which include excerpts from the Municipal Act, Trustee Act, City By-law, agreement of Hamilton Public Library Board and Hamilton Foundation, eligible institutions, definition of various credit ratings and investment terminology.

Susan K. Reeder, Secretary  
Finance and Administration Committee  
1994 May 18 - Page 4

**BACKGROUND: - Continued**

Staff will monitor this policy on an ongoing basis and will bring forward recommendation for amendment where appropriate.

NRA:jc  
Attachment

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer  
J. McAnanama, Chief Executive Officer, Hamilton Public Library  
Attention: Bill Guise  
G. Macaluso, Managing Director/C.E.O., H.E.C.F.I.  
Attention: John Leuser  
P. G. Baker, General Manager, Hamilton Parking Authority

# SUMMARY OF PROPOSED INVESTMENT GUIDELINES

Issuer / Guarantor of Securities	Portfolio Size Limitations		Minimum Quality Requirement	Limit of Individual Institution	Term Restriction
	<u>Minimum</u>	<u>Maximum</u>			
Federal Government	10%	50%	R-1	50%	NONE
Provincial Government:					
Ontario	5%	15%	R-1	15%	NONE
Other (1)	0%	15%	R-1	10%	3 Years
Municipal Government:					
Ontario (2)	0%	10%	AA	5%	10 Years
Other (3)	0%	5%	AA	3%	3 Years
Association of Municipalities of Ontario (AMO):					
Local Authority Services Ltd. (4)	0%	10%		10%	3 Years
Municipal Finance Officers' Association of Ontario:					
CHUMS Financing Corp'n (4)	0%	10%	R-1 (low)/A	10%	Restriction at various stages
Financial Institutions:					
Six Schedule I Banks	35%	80%	R-1 (l)/A(h)	25%	5 Years
Schedule II Banks and Trust Corporations	0%	25%	R-1 (m)/AA	10%	3 Years

- Note: (1) Investments with any province other than Ontario should not exceed 10% of the portfolio up to a maximum of \$10,000,000.
- (2) Investments with any Ontario municipality should not exceed 5% of the portfolio up to a maximum of \$3,000,000.
- (3) Investment with any municipality other than Ontario should not exceed 3% of the portfolio up to a maximum of \$2,000,000 in total up to a maximum of \$5,000,000.
- (4) Investments should not exceed 10% of the Issuer's portfolio at the date of purchase.
- (5) Overall portfolio limit - A for long term and R-1 (low) for short term or better.





2.(c)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 19


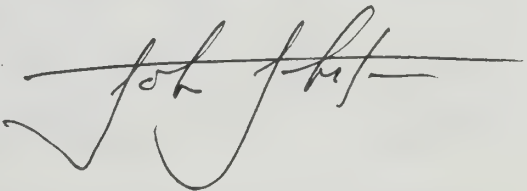
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross                      John Johnston  
Treasurer                              Commissioner of Human Resources

**SUBJECT:** Organizational Restructuring - Treasury Department Budget Section

**RECOMMENDATION:**

- a) That the position of Supervisor of Subsidies (1.0 FTE), non-union salary grade "J", be declared redundant and deleted from the complement of the Treasury Department;
- b) That the position of Budget Analyst (1.0 FTE), non-union salary grade "L" be reclassified to Revenue Officer (1.0 FTE) non-union salary grade "K" (\$47,412.56 - \$55,811.08 per annum);
- c) That the position of Expenditures Analyst (1.0 FTE) be created and added to the complement of the Treasury Department, classified in non-union salary grade "M" (\$40,640.60 - \$47,819.20 per annum) and posted as a career development position, for internal applicants only.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As a result of the deletion and addition of a position there is no net change to the Treasury Department's staffing complement. With the revised ratings for the Expenditure Analyst and Revenue Officer positions an annual savings of, at a minimum, \$5,000.00 is anticipated as a result of this restructuring.

**BACKGROUND:**

In recognition of the continuing budgetary problems, accented by the introduction of Provincial initiatives such as the Social Contract, the City offered an Early Retirement Plan in the fall of 1993. As a result of that offer, the Treasury department will be losing through early retirement 6 staff, the majority of whom hold senior staff positions. The impact of these retirements places an exceptional burden on the remaining staff.

1994 May 19

Susan K. Reeder, Secretary  
Finance and Administration Committee - Page 2

**BACKGROUND:** - continued

City Council at its meeting 1994 February 11 approved a procedure for filling of vacancies. The filling of any vacancy for positions which are not "front-line" can only be filled upon a completed departmental restructuring plan. Within the Treasury department there is an evolving restructuring plan, including a review of management and supervisory levels. However, in light of the ongoing consideration of the amalgamation of the City Treasury and Regional Finance departments and other relevant initiatives, this restructuring plan will require a number of months to be completed. In the interim, it is important that positions and responsibilities be realigned to ensure the completion of all necessary functions, while being consistent with future restructuring plans.

The Supervisor of Subsidies position within the Budget Section (Salary Grade "J") is now vacant due to an early retirement. It is proposed that this position be deleted from the complement and replaced by an Expenditure Analyst position. The position would address any expenditure-related budget functions, both in terms of Current and Capital Budgets, and undertake necessary special studies and projects. It is proposed that this position be considered as a "career development" position to be filled on a rotational basis of up to two years "as an internal posting only" basis. Such a position would allow the successful applicant an opportunity to be involved in the overall City budget and then benefit from that experience when he/she returns to his/her permanent position elsewhere in the Corporation.

It is intended that as a "career development" position, the successful applicant would be guaranteed his/her former position at the conclusion of the up to two year term. The applicant would maintain, as a minimum, the salary range from his/her existing position until the conclusion of the two year term, or the first step of Salary Grade "M" whichever is greater. The Human Resources Centre advises that the appropriate rating for the Expenditure Analyst is Salary Grade "M".

The deletion of the position of Supervisor of Subsidies does require that the responsibilities of submitting the appropriate Provincial and Federal grant programs be reassigned. These responsibilities along with those of investigating other revenue sources including user fees are proposed to be transferred to the existing Budget Analyst position. This position, renamed as Revenue Officer, will be primarily focused on all revenue-related issues for the City. As a result of these modifications, the rating for this position (as confirmed by the Human Resources Centre) is increased by one level to Salary Grade "K".

Staff feel that this proposal provides needed staff resources to the Budget Section of the Treasury Department while providing an excellent training opportunity to support corporate career development goals. We therefore recommend it for your approval.

ACR/JJ/an

2(d)

**CITY OF HAMILTON  
- INFORMATION -**

**DATE:** 1994 May 2

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. Allan C. Ross  
Treasurer

**SUBJECT:** Grey Cup Participation by the Hamilton Firefighters  
Drum Corps

**BACKGROUND:**

At the Finance and Administration Committee meeting 24 March 1994, an Information Report was requested relative to the participation of the Hamilton Firefighters Drum Corp in the annual Grey Cup. The following table summarizes the Grey Cup for the past decade.

<u>Year</u>	<u>Location</u>	<u>Participation</u>	<u>Amount of Contribution</u>
1993	Calgary	No band participation	\$0
1992	Toronto	No Parade	\$0
1991	Winnipeg	Band participation	\$26,000
1990	Vancouver	Band participation	\$30,000
1989	Toronto	Band participation	\$ 1,000
1988	Ottawa	Band participation	\$ 5,000
1987	Vancouver	Band participation	\$26,260
1986	Vancouver	Band participation	\$24,700
1985	Montreal	Band participation	\$ 8,000
1984	Edmonton	No band participation	\$0



2 May 1994

-page 2-

Susan K. Reeder, Secretary  
Finance and Administration Committee

**BACKGROUND:** (continued)

The City of Hamilton has requested the Bands participation subject to their availability (thereby requiring sufficient notification to make the necessary arrangements) and City budget.

Attached are two quotes relating to accommodation and travel arrangements for the band to participate in the 1994 Grey Cup. According to Bob Fyfe, President of the Hamilton Firefighters Drum Corps, the band would be available to represent the City at the 1994 Grey Cup in Vancouver, should the City request this and provide the necessary funding for this participation.

The 1994 City budget for Grey Cup participation is \$15,000.

*Allan C. Ross*



Mountain Plaza, 679 Upper James Street, Hamilton, Ontario Canada L9C 5R9 Telephone: (416) 388-4121

April 20, 1994

Mr Bob Fyfe,  
Hamilton Firefighters  
Drum Corps

Dear Bob:

Thank you for giving me the opportunity to quote the Hamilton Firefighters Drum Corp's Grey Cup travel this year.

I have enclosed two quotes: one with scheduled flights using Air Canada, which would offer several flights a day; and one with Canada 3000 charter flights, which operate usually one flight a day (no flight times available for charters as yet).

Besides the schedule choices, the other difference I wanted to mention between Air Canada and Canada 3000, is baggage allowance. Air Canada allowance is 2 pieces, maximum weight per piece 32 KG. Canada 3000 allowance is also 2 pieces, maximum total combined weight of 20KG, excess baggage at \$5 per kilo, although I have been advised by Adventure Tours that Canada 3000 often relaxes the restrictions on band groups and waives the excess charges.

I have also quoted your transfers using 2 coaches to carry 65 passengers. I know in the past the group usually managed with 1 coach for the parade transfer and sometimes even the return airport transfer. For any coach not required the cost is decreased by \$342.40.

Having handled the travel arrangements for your group for several Grey Cups, I would appreciate the opportunity to work with you again.

If you have any questions or concerns regarding the quotes, please do not hesitate to call me.

Regards,  
Marlin Travel

*Anne Hall*

Anne Hall  
Travel Counsellor



Mountain Plaza, 679 Upper James Street, Hamilton, Ontario Canada L9C 5R9 Telephone: (416) 388-4121

QUOTE PREPARED FOR  
HAMILTON FIREFIGHTERS DRUM CORPS  
GREY CUP 1994 - VANCOUVER

AIR CANADA 3000 CHARTER - 65 seats - November 25 to 28, 1994  
1 free for every 20, 21st pays taxes

\$349.00 X 62 . . . . . \$21,638.00  
tax 56.99 X 65 . . . . . 3,704.35

TOTAL AIR \$25,342.35

TRANSFERS

Hamilton to Toronto Airport & return  
\$1300.00 + 91.00 GST

Vancouver Airport return transfers  
\$685.00 + 47.95 GST

Parade - return transfers  
\$640.00 + 44.80 GST

TOTAL TRANSFERS \$ 2,808.75

ACCOMMODATION

16 rooms based on quad occupancy for 3 nights  
\$2880.00 + 489.60 tax & SC

TOTAL ACCOMMODATION \$ 3,369.60

TOTAL COST \$31,520.70

Prices are current as of April 20, 1994, but are subject to change and to availability.

Marlin Travel also provides at no cost to our clients, \$250,000.00 Air Flight Accident Insurance.



Mountain Plaza, 679 Upper James Street, Hamilton, Ontario Canada L9C 5R9 Telephone: (416) 388-4121

QUOTE PREPARED FOR  
HAMILTON FIREFIGHTERS DRUM CORPS  
GREY CUP 1994 - VANCOUVER

AIR AIR CANADA - 65 seats - November 25 to 28, 1994  
1 free for every 30 passengers

\$409.00 X 63 . . . . .	\$25,767.00	
tax 69.96 X 63 . . . . .	4,407.48	
	TOTAL AIR	\$30,174.48

TRANSFERS

Hamilton to Toronto Airport & Return  
\$1300.00 + 91.00 GST

Vancouver Airport return transfers  
\$685.00 + 47.95 GST

Parade - return transfers  
\$640.00 + 44.80 GST

TOTAL TRANSFERS \$ 2,808.75

ACCOMMODATION

16 rooms based on quad occupancy for 3 nights  
\$2880.00 + 489.60 tax and SC

TOTAL ACCOMMODATION \$ 3,369.60

TOTAL COST \$36,352.83

Prices are current as of April 20, 1994, but are subject to change and to availability.

Marlin Travel also provides at no cost to our clients, \$250,000.00 Air Flight Accident Insurance.





3.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 19

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Robert M. Morrow  
Mayor

**SUBJECT:** Arts and the Cities' Ontario Region Meeting

**RECOMMENDATION:**

That approval be given for the hosting of an Arts and the Cities' Ontario Region Meeting/Symposium in Council Chambers, City Hall, on 11, June 1994.

That approval be given for a City contribution from the Civic Receptions and Delegate Hosting budget for hosting purposes in the amount of \$3,000 from account CH 5531484010.



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Mayor R. Morrow

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

1. There are sufficient funds in Account # CH 5531484010 (Civic Receptions and Conventions Grants Budget) to accommodate this request for a \$3,000. grant.
2. Sufficient funds are available in Account CH 55222 10034 - Use of City Hall Facilities by Outside Groups, for Property and Maintenance staff costs associated with this event in the approximate amount of \$100.00.
3. The Department of Culture and Recreation (Arts Co-ordinator) will co-organize the event with the staff of Arts and the Cities.

**BACKGROUND:**

Hamilton is one of the founding cities of the national arts service organization "Arts and the Cities". Mayor Robert Morrow has served as co-president of the board of directors for the

continued.../2

Susan Reeder  
Finance and Administration Committee  
1994 May 11

Page 2

past three years. The organization assists communities in the development of the arts through policy consultation, communication links, information provision and professional development. It has been supported since 1987 by federal and provincial governments as well as by municipal memberships, individual memberships and corporate support.

Arts and the Cities completed a re-structuring process in October of 1993. The new focus of the organization is the delivery of a programme which is responsive to regional needs. The Ontario region meeting on 1994, June 11 is designed as a recruitment and needs identification opportunity, as well as a platform for the presentation of tested and successful arts models from a variety of Ontario municipalities.

RM/CDY/cf

4.

**CITY OF HAMILTON**  
**- INFORMATION -**

**DATE:** 1994 May 19

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. S. G. Hollowell  
Acting City Clerk

**SUBJECT:** 1994 Farmers ' Market Fee Increases

**BACKGROUND:**

The Finance and Administration Committee at its meeting held 1994 April 21 was in receipt of a letter dated 1994 March 30 from Yvonne Banks, Vice-President of the Hamilton Farmers ' Market Stallholders Association with respect to the 1994 Farmers ' Market Fee Increases. The Committee also listened to a verbal presentation from Mrs. Banks and a couple of other representatives of the Stallholders Association. Following the presentation, the Committee agreed to receive the information provided and to relay their decision at a later date.

The City Clerk was subsequently requested to prepare an information report addressing each of the concerns raised in the letter from Mrs. Banks. The following information is provided in response to that request.

Mrs. Banks is correct in that City Council approved a 4.5% increase in market fees for 1994 with a proviso that the operating deficit at the Farmers ' Market be eliminated within three years. The 4.5% increase in 1994 would have eliminated one-third of the deficit. In preparing the 1994 market contracts, the Market Manager decided to eliminate a special arrangement which had been in place since the Friday Market was established whereby stallholders who leased three or more stands on Fridays did not pay for one of the stands. This arrangement affected a total of forty (40) stallholders. This arrangement although not documented in minutes or approved by City Council apparently had the blessing of the Market Sub-Committee of the day. This arrangement was implemented at the time to encourage greater participation in the new Friday Market by as many stallholders as possible. The Friday Market is firmly established, so much so that it is now the second busiest market day next to Saturday.



The 4.5% increase approved by City Council coupled with the correction of the above situation resulted in a fee increase for some Friday stallholders greater than they anticipated. This additional increase in revenue for 1994 will mean the Market will break even in 1994 when the operating expenses of the City Clerks and Property Departments are offset by the anticipated revenue from stall rentals.

We do not recommend that the 4.5% fee increase approved by City Council be rolled back as requested by Mrs. Banks. With the financial difficulties facing the City during the period of the Social Contract, it is not unreasonable to permit the Farmers ' Market to become self sufficient beginning in 1994 instead of waiting for three years.

Mrs. Banks alleged in her presentation that we have not dispensed with the staff person who collected Friday rents before Friday market days were made part of the contract and therefore not reduced the salary and benefit component of our budget. The attached 1994 consolidated market budget indicates a total reduction of \$18,520 for salary and benefits. This is due to the elimination of Friday Market cash collections. The actual elimination of this function is \$24,000 but we had to budget some of the savings to payout vacation pay to one of the market employees who accepted the early retirement offer and retired on April 1st of this year.

The attached budget projects total operating expenditures of \$472,530 against revenues of \$472,930 for a 1994 surplus of \$400.

*A. B. Mollowney*

# 1994 HAMILTON FARMERS' MARKET BUDGET

## CITY CLERK'S DEPARTMENT

Account	Description	1993	Increase/Decrease	1994
51001	Salaries & Wages	208,000	(13,280)	194,720
51228	Employee Benefits	41,100	(5,240)	35,860
55204	Training Courses	200		200
56001	Office Supplies	1,140	(800)	340
56004	Postage	210	(100)	110
56101	Cleaning Supplies	6,000		6,000
56104	Uniforms & Clothing	270		270
56301	Telephone	200		200
56302	Advertising & Promotion	16,660		16,660
57101	Equipment Repair	1,500	(200)	1,300
<b>TOTALS</b>		<b>275,280</b>	<b>-19,620</b>	<b>255,660</b>

## PROPERTY DEPARTMENT

Account	Description	1993	Increase/Decrease	1994
56103	Operating Supplies	5,750	(2,750)	3,000
56303	Water Rates & Sewer	6,390		6,390
56320	Garbage Disposal	10,000		10,000
56333	Security	15,140		15,140
56350	Electrical Services	2,530	570	3,100
56378	Elevator Contract	19,950		19,950
56379	Lighting Contract	3,550	250	3,800
56380	Refrigeration Contract	12,360		12,360
57108	Temp. Control Repair	4,820	380	5,200
57117	C.U.P. Equipment Repair	4,750		4,750
57301	Building Repair	28,180		28,180
57315	Painting	6,000	(3,000)	3,000
57368	Duct Cleaning	4,000		4,000
56304	Hydro	86,000	12,000	98,000
<b>TOTALS</b>		<b>209,420</b>	<b>7,450</b>	<b>216,870</b>

## REVENUES

1993 Revenues = \$433,050

## SUMMARY

1994 Projected Expenditures	- \$472,530.00
1994 Projected Revenues	- \$472,930.00
1994 Projected Surplus	- \$ 400.00



OFFICE OF THE CITY CLERK

MEMORANDUM

5.

\*\*\*\*\*

TO: Alderman D. Ross, Chairperson,  
and Members,  
Finance and Administration Committee

YOUR FILE:

FROM: Susan K. Reeder, Secretary  
Finance and Administration Committee

OUR FILE:  
PHONE: 546-2753

SUBJECT: Tabled Item - Street Vendor location

DATE: 1994 May 20

As members of the Committee are aware, the Committee at its May 5th meeting approved the following as a result of concerns expressed by Alderman Copps:

"That the proposed street vendor location at Ottawa Street North and Dunsmure at the YWCA be tabled in order to allow an opportunity for the Ottawa Street B.I.A. to provide its comments on whether they are in favour of a street vendor location in front of the YWCA."

Contact has been made with the Ottawa Street B.I.A., and it is anticipated that a written response will be received in time for its distribution at the meeting.

For the information of the Committee, I have been advised by the Public Works Department that when they were contacted previously with respect to this subject that their response was "in favour and would like more locations within the B.I.A."

*Susan K. Reeder.*





OFFICE OF THE CITY CLERK

MEMORANDUM

6.

\*\*\*\*\*

TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz  
City Clerk  
Office of the City Clerk

OUR FILE:  
PHONE: 546-2727

SUBJECT: Supply, Delivery and Installation  
of Furniture, Fire Station 4,  
Macassa Park

DATE: 1994 May 11

Please be advised that City Council at its meeting held Tuesday, 1994 May 10th REFERRED BACK FOR FURTHER REVIEW Section 16 of the Eighth Report for 1994 of the Finance and Administration Committee respecting the Supply, Delivery and Installation of Furniture at Fire Station 4, Macassa Park.

Would you please take the appropriate action in this regard.



JJS/SKR

cc J. Pavelka, Chief Administrative Officer  
Fire Chief Baker  
D. Vyce, Director of Property

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

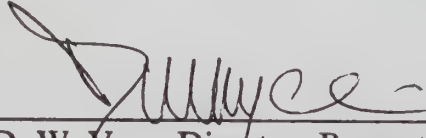
Chief G. Baker,  
Fire Chief

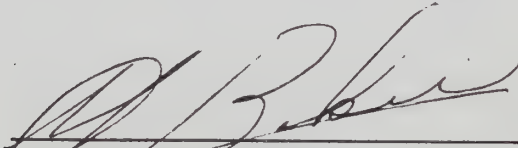
**SUBJECT:** Supply, Delivery and Installation of Furniture,  
Fire Station 4, Macassa Park

**RECOMMENDATION:**

That a purchase order be issued to R.C. Dawson, Hamilton, in the amount of \$77,587.69, including all applicable taxes for the supply, delivery and installation of furniture at Fire Station 4, Macassa Park, being the only acceptable of eleven tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

**NOTE:** Funds available in Fire Station 4, Macassa Park Account No. CF 5200 489241009.

  
\_\_\_\_\_  
D. W. Vyce, Director, Property Department

  
\_\_\_\_\_  
Chief G. Baker, Fire Department

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N.A. App'd by Committee 1994 May 5  
App'd by Council Referred back for further review

## BACKGROUND:

### 1. TENDER ANALYSIS

N0.	CONSTRUCTION COMPANY	TENDER BID	MANUFACTURER
1.	Terence Webster Design Associates Ltd.	\$ 37,035.66	Global Group
2.	Artopex Plus Inc.	45,251.05	Artopex Plus Inc./Pro Meubles
3.	OE Furniture	48,365.24	Steelcase 9000
4.	Infofite Systems Inc.	51,112.09	Calstone/Curtis/Office Speciality
5.	Lordly Jones	54,148.90	Teknion/Lacasse, Cdn. Seating/Cutis/Office Speciality
6.	Bruce Raham Business Interiors Inc.	58,080.08	Precision/Kreuger/United Chair
7.	Designated Space Inc.	58,530.15	Haskell/Allsteel
8.	<b>R. C. Dawson</b>	<b>65,095.24</b>	<b>As per specifications</b>
9.	Basics Office Products	65,819.86	Herman Miller
10.	Bruce Raham Business Interiors	66,092.34	Precision/Kreuger/United Chair/Cdn Atlas
11.	W.B.I. (Williams Business Interiors)	73,340.53	Knoll Group/Curtis/Global Office Speciality

Because a Fire Hall by its nature is in use 24 hours every day of the year, all furnishings must reflect this usage by being durable, comfortable and as maintenance free as practical.

The specifications developed by the Consultant Team and end user (Fire Department) reflected this fact.

The bid by R.C. Dawson of Hamilton met the City's specifications, all bids lower in price did not. Alternative products were offered which in the Consultant Team's opinion did not meet the intended requirement, of durability, comfort, flexibility in terms of the desks being adaptable to changes in personnel and job function, barrier free in the desks and filing cabinets, long term maintenance requirements and overall life of the product.

The furniture specified is the same product as used in Station #2 on Upper Wellington Street near Stonechurch Road. The furniture at this location has been in place for three (3) years and is performing extremely well. It's for this reason that the end user and Consultant Team specified the type of furniture herein. The Consultant Team believes that in the long run the quality and durability aspects will be of benefit to the City financially, let alone the comfort and ergonomic qualities provided to the users on a 24 hour basis.



**BACKGROUND:. . . . .Cont'd**

**1. TENDER ANALYSIS. . . . .Cont'd**

I can advise you that when Station #6 was built at Wentworth and Barton Streets, a different quality of furniture was provided. The furniture, I am informed by the end user, provided only three (3) years service.

The staff also considered using the furniture currently in place at Stations 4 & 12 for the new building. This idea was quickly dismissed however because of the poor condition of the existing inventory.

The importance of a single supplier to achieve uniformity in covering warranty problems is desirable. If we were to mix and match furniture with different suppliers. Who to call to cover warranty item would become unduly complicated

In analyzing the Bids the expertise and experience of the following individuals were used:

G.H. Smith	- Deputy Chief, Hamilton Fire Department
R. F. Lintack	- Consulting Architect, S. M. Roscoe Inc.
J. Duda	- Interior Designer, Prizma Design Studio
D. Keba	- Project Manager, Property Department

The unanimous choice of all of the above was R.C. Dawson because of quality and ergonomics.

**2. FURNISHINGS SUPPLIED:**

Desks:

- 3 only 60"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; steelgoods - one file/one box drawer.
- 3 only same as above but right-hand side clear leg access to corner unit.
- 2 only 48"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; three box drawers.
- 3 only 48"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; three box drawers but right-hand side clear leg access to corner unit.
- 1 only 42"w X 30"d X 29"h transition returns with 3/4ht modesty panel; laminate top with grommets; three box drawers.

**BACKGROUND: . . . . .Cont'd**

**2. FURNISHINGS SUPPLIED:**

6 only 42"w X 30"d X 29"h corner unit with 3/4ht modesty panel; laminate top with 3½" X 1¾" grommet hole.

6 only 2 roll out keyboard drawers for corner units.

5 only 60"w X 30"d X 29"h single pedestal desk with 3/4ht modesty panel; laminate top with 3½" X 1¾" grommets steel case-goods three box drawers.

**Finishes**

All tops to be Wilsonart Nebulas laminate #H-23 graphite. All steel case-goods to be #TR-T tan.

**Work Tables**

Location: Commons Room and Study Room.

1 only 72"w X 36"d X 29"h racetrack table; laminate top, vinyl edge; painted base.

1 only 72"w X 36"d X 29"h racetrack table with stretcher; two piece laminate top, vinyl edge.

**Finishes**

All tops to be Wilsonart Nebulas laminate #H-27 Hunter. Vinyl edge & painted base-goods to be #TR-K charcoal.

**File Cabinets**

2 only four drawer later files 36"w X 18"d X 50¾"h equipped with four 12"h drawers with side-to-side hanging bars Tag: Administrative Offices.

5 only three drawer later files 36"w X 18"d X 38⅞"h same as above  
Tag: 3 only for second floor offices, 2 only for Fire Prevention Office.

1 only lock to be keyed alike with storage cabinet  
Tag: Communication Centre.

**Finishes**

Files to be #TR-tan

**BACKGROUND: . . . . .Cont'd**

**2. FURNISHINGS SUPPLIED: . . . . .Cont'd**

Storage Cabinets

2 only four-high storage cabinets 36"w X 18"d X 50¾"h with two shelves, Locks are standard and must be taken  
Tag: Administrative Offices.

5 only three-high storage cabinets 36"w X 18"d X 38⅞"h with one shelf, Locks are standard and must be taken  
Tag: 3 only for second floor offices, 2 only for Fire Prevention Offices.

1 only three-high same as above but lock keyed alike with file  
Tag: Communication Centre

4 only three-high open bookcases 36"w X 14"d X 38⅞"h with two adjustable shelves,  
Tag: 2 only for Training Room, 2 only for Computer Room.

**Finishes**

Files to be #TR-tan

**Steel Shelving:**

24 only Muscle rack 36"w X 18"d X 72"h with five shelves. Light grey finish.

**Chairs:**

8 only Management high-back seamless chairs with chrome metal arms and base; upholstered outer shell; soft casters; grade A fabric Tag: 2 only for Administrative Offices, 3 only for second floor offices, 1 only for Communication Office

**Finishes**

Fabric to be Tellure #3A-18 black Chrome arm and base.

Tag: 2 only for Control Area \* Fabric to be Ravenna #3E-4 melange  
Note: 20 additional chairs added to cost.

34 only Seamless Management high-back chairs with chrome metal arms and base; upholstered outer shell; soft casters; grade A fabric Tag: 2 only for Administrative Offices, 3 only for second floor offices, 1 only for Communication Office.

**BACKGROUND: . . . . .Cont'd**

**2. FURNISHINGS SUPPLIED: . . . . .Cont'd**

Storage Cabinets. . . . .Cont'd

Tag: 4 only for Administrative Offices, 6 only for second floor offices, 2 only for Communication Centre Office, 12 only for Common Room, 5 only for Study, 4 only for Fire Prevention Room, 1 only for Training Room.

**Finishes**

Fabric to be Ravenna #3E-4 melange

1 only CART-23 dolly-stacks 14 chairs

40 only 23 stacking arm chairs with polypropylene back, seat and arm caps; frame fashioned or two  $\frac{3}{8}$ " solid steel rods 17½"w seat, 32" overall ht.

**Finishes**

TRI black on frame; black arm, back, seat

2 only Eldon #1860-10 lettersize hot files with basic pocket and 2 add-on pockets; Finish to be CRYSTAL

**3. PROJECT DESCRIPTION:**

- .1 The City of Hamilton's Fire Department requires furnishings for a New Fire Station with a total floor area of approximately 1900 sq.m. (21,000 sq.ft.). This New Station will amalgamate the Upper Wentworth and Mohawk and the Upper Gage and Queensdale Stations.
- .2 The Station will house a 3 bay, 5 vehicle, storage area along with a hose and tarp drying tower. The staff area, will accommodate 40 firefighters in 4 shifts with 10 firefighters on duty per shift.
- .3 An area of the building will be used as a communications centre, 11 staff, an indoor training classroom, 30 staff, emergency operations centre, 20 staff, fire prevention office, 4 staff and trunking systems offices, 3 staff.
- .4 The new facility is located on the East side of Upper Sherman Ave., between Mohawk Road and Macassa Ave., within the North West corner of Macassa Park. Included as part of this project will be staff parking for 20 cars, a refuelling island, an outdoor training area and a 30 car public parking lot, located as a separate entity, to serve Macassa Park activities.



BACKGROUND: . . . . .Cont'd

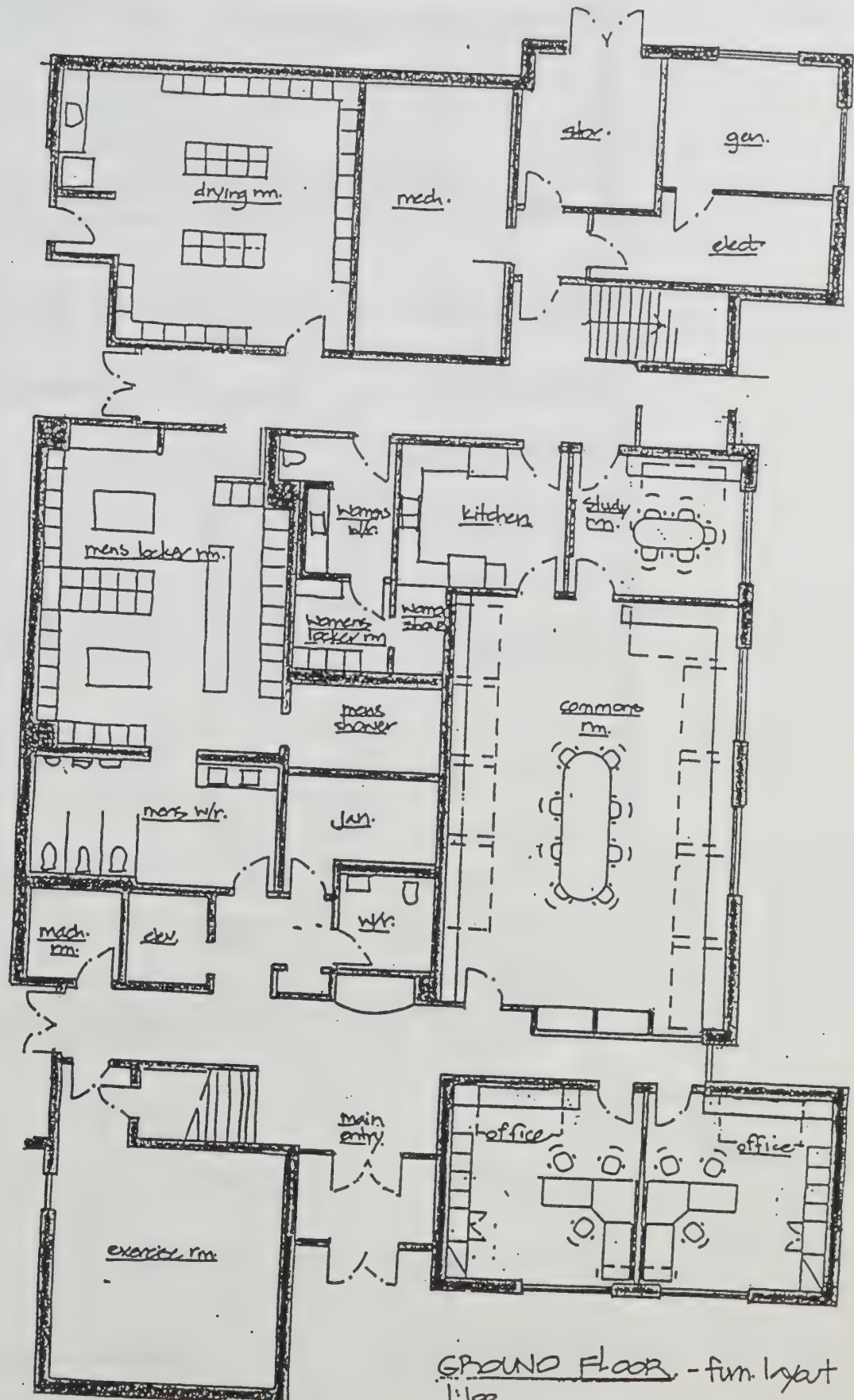
3. PROJECT DESCRIPTION: . . . . .Cont'd

- .5 Construction is expected to be completed about the middle of June of this year 1994.
- .6 This project approved through the Finance & Administration Committee in the 1992/96 Capital Budget is funded at \$3,200,000.00
- .7 The Public Works Department has made available up to \$45,000.00 from account No. CF 5010 629054012, for the development of the public parking lot and removal of Mangalore Gardens, for a total Project Budget of \$3,245,000.00.

DK/jn

c.c. Alderman T. Jackson, Alderman, Ward 6  
Alderman Bob Charters, Alderman, Ward 6  
Joe Pavelka, Chief Administrative Officer  
Allan C. Ross, Treasurer  
P. N. Johnson, City Solicitor  
R. Martiniuk, Manager, Architectural Division  
G. Smith, Deputy Fire Chief  
T. Bradley, Manager of Purchasing  
R. Lintack, Consulting Architect, S.M. Roscoe Inc.  
J. Duda, Interior Design, Prizma Design Studio  
I. Tesch, Buyer, Purchasing Division  
D. Keba, Project Manager

# FURNITURE LAYOUT FIRE STATION 4



GROUND FLOOR - furn. layout  
1:100

**BACKGROUND:. . . . .Cont'd**

We do not believe for one moment that this is a frivolous expenditure or that we are suggesting the City equip the station to a "cadillac" quality. On the contrary, we believe the recommendation to be a responsible one and well thought out. The easy route for staff to take would be to accept low bid. But we strongly believe this not to be in the best interest of the City and steadfastly recommend the bid of R.C. Dawson which adhered to the specifications and quality expected.

In our opinion, we believe in the long term, the quality and durability aspects of the furniture will be proven to be financially beneficial to the City.

Finally we present three additional points which we would like you to consider while deliberating over this matter.

- All of the tenders were carefully reviewed by Jenny Duda, Interior Designer Consultant of Prizma Design Studio who was retained by S.M. Roscoe Inc. Architects and is not associated with any of the bidders. Her expertise with eighteen years experience was paramount with respect to durability, functionality, maintenance and warranty along with comfort and ergonomic qualities of furniture provided to end users on a 24 hour basis.
- The furniture specifications were identical to those used in 1991 when furniture for Station #2, 1400 Upper Wellington Street was purchased. The furniture at this facility has been in use for three (3) years and has been completely warranty free, maintenance is minimal and all furnishings are still in excellent condition, showing no signs of wear.

The tender at the time was highest of three (3) bids considered of the ten (10) received but the results have been extremely cost effective and is testimony to money well invested.

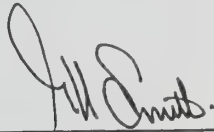
- Some points of information which have been raised consistently, however, are somewhat erroneous. O.E. Furniture/Steelcase Canada has only been considered as a single source supply for "furniture tender" in the Region of Hamilton-Wentworth. They have never been approved by Regional Council. A single source supply for furniture does not exist for the Corporation of the City of Hamilton, as this would conflict with the existing Corporation City of Hamilton Corporate Purchasing Policy i.e.

**BACKGROUND: . . . . .Cont'd**

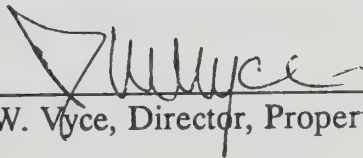
**3.0 encourage competitive bidding**

**It shall be the policy of the City**

- to encourage open competitive bidding on all acquisition of goods and services where practical, and
- to procure by purchase, rental or lease, the required quantity and quality of goods and services in a cost-efficient and effective manner.



Deputy Chief G. Smith, Fire Department



D. W. Vyce, Director, Property Department

DV/jn

c.c. Joe Pavelka, Chief Administrative Officer  
Allan C. Ross, Treasurer  
P. N. Johnson, City Solicitor  
R. Martiniuk, Manager, Architectural Division  
R. Lintack, Consulting Architect, S.M. Roscoe Inc.  
J. Duda, Interior Design, Prizma Design Studio  
I. Tesch, Buyer, Purchasing Division  
D. Keba, Project Manager





7.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** S. G. Hollowell  
Acting City Clerk

D. W. Vyce  
Director of Property

**SUBJECT:** Market Lighting Policy

**RECOMMENDATION:**

That the following Market Lighting Policy be adopted:

- (a) That all lighting in the Market, including stall lighting, ceiling lighting, loading dock lighting, electrical conduit, switches, receptacles, Uni-strut and chain is the property of the Corporation of the City of Hamilton; and,
- (b) That no person will be allowed to install, hang, and plug in any other light fixture; and,
- (c) That no person will be allowed to remove, alter, paint, change or renovate any lighting throughout the Market; and,
- (d) That all lighting in the Hamilton Farmers' Market is the responsibility of the Building Operations and Maintenance Division of the Property Department. The responsibilities include all maintenance, repairs, ballast replacement, tube replacement, and electrical supply; and,
- (e) That there will be no exception to the above-noted Policy.

*D. W. Vyce*

*S. G. Hollowell*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

City Council at its meeting held 1993 October 26th, approved Section 16 of the Twentieth Report for 1994 of the Finance and Administration Committee to authorize "That the Director of Property and Manager of Purchasing be directed to prepare tender documents for the installation of an economic energy efficient lighting system at the Hamilton Farmers' Market..." The decision to move to an energy efficient lighting system at the Hamilton Farmers' Market was made as a result of efforts to reduce the heavy electrical usage, provide savings on energy costs and also avoid the risk of blackouts due to an existing overloaded system.

The tender for the installation of the Energy efficient lighting system was awarded to Cipolla Electrical Services at a cost of \$32,100., inclusive of GST. The cost for the supply of the light fixtures and lamps has been provided to Purchasing for competitive pricing at an estimated cost of \$25,800. The annual savings to be realized by the installation of this system is approximately \$14,700. The funding for this project was derived from Account CF319241008 Energy Conservation.

In order to avoid possible difficulties and/or misunderstandings with Market stallholders with respect to the installation of additional lighting fixtures or alterations to the new fixtures by the stallholders at the Hamilton Farmers' Market, it is recommended that the above-noted policy be adopted.

cc     S. Miller, Market Manager  
       B. Desnoyers, Assistant Manager, Building Operations and Maintenance Division,  
         Property Department

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

8(a.)

**DATE:** 1994 May 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Security & General Maintenance Improvements  
- City Hall

**RECOMMENDATION:**

- a) That the Director of Property be authorized to proceed with the following security and general maintenance improvements in City Hall:
  - i) the replacement of carpeting in Committee Rooms 233 and 219 at an estimated cost for labour only of \$2,400;
  - ii) the construction of an eight foot (8') extension to the existing meeting table and a new secretarial desk in Room 219 at a cost estimated at \$2,500;
  - iii) security improvements at the workstation of the Aldermen's receptionist which include a 20" high glass enclosure, a full counter top and two half height doors and electrical alterations to remove a potential safety hazard at an estimated cost of \$3,250;
  - iv) the replacement of carpeting in the Mayor's office, the office of the Executive Assistant to the Mayor and adjacent Administrative space at an estimated cost of \$14,500, which also includes expenses to correct subfloor deficiencies; and
- b) That the cost of undertaking these maintenance improvements be charged to Capital Budget Accounts - City Hall Accommodation Requirements.



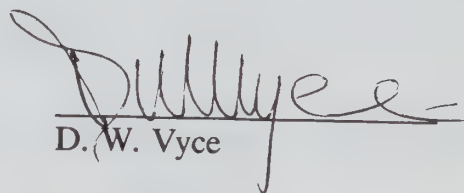
1994 May 17

Finance and Administration Committee

Page 2

### FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The estimated cost to undertake the maintenance projects listed in the recommendation part of this report is \$22,650. Sufficient funding has been set aside in the Capital Budget to cover these miscellaneous maintenance projects under the heading Accommodation Requirements - City Hall.



D. W. Vyce

### BACKGROUND:

Funding has been provided for in the Capital Budget for Accommodation Requirements at City Hall. The account is to cover miscellaneous renovations, replacements and repairs within the building that develop from time to time.

There are a number maintenance, minor renovation and security matters which require attention and consideration by the Committee and Council.

1. The carpeting in Committee Rooms 233 and 219 is in deplorable condition and requires replacement. The carpet is thread bare in places; seams are coming apart throughout with the result that repairs with silver duct tape are necessary to reduce hazards; permanent stains cover the carpet in both rooms; the underpad is beyond its useful life and has created ridges in the carpeting which besides looking aesthetically unpleasing, will eventually result in a safety issue. The carpet is far beyond the stage that cleaning and repairs will resolve the problems. It most definitely requires replacement.

It is proposed to re-carpet the Committee rooms with dark beige carpet tiles similar to the carpet tile in Room 264. The carpet tiles are currently in the City's inventory. All that remains is the expense of removing the current floor covering and replacing it with the new carpet tiles. The tiles are of excellent quality and with the "quick release glue" used to adhere the tiles to the floor, can be easily replaced if a portion of the floor covering becomes excessively soiled. The estimated labour cost to re-carpet Rooms 219 and 233 is \$2,400.

2. The City Clerk has asked that consideration be given to extending the meeting room table in Room 219 by three sections or eight (8'). This action, coupled with the removal of the large secretarial work station in the room and replacement with a much smaller but still functional writing surface, will allow for additional seatings at

the meeting table of eight persons or a total of eighteen (18). The new expanded table would be relocated more towards the front of the room thereby still allowing for some random seating at the rear of the room.

The City Clerk advises me that there is constant difficulty in booking meetings within the building. The layout and furniture within Room 219 is part of the problem. The limited number of meeting rooms in the building is of course the main problem. The proposal described above would make the space available to larger groups and make it far more functional.

It is proposed that the City's carpenters construct and finish the table extensions to match the existing table, and a secretarial table, at a cost not to exceed \$2,500.00.

3. As you are aware, the Aldermen's Receptionist sits virtually alone at the east end of the second floor of the building. Security for the receptionist has been a concern for some time. In comparison to previous times, the security of this work area has been greatly improved with the addition of a workstation with an entrance and an exit, the installation of a "security button" to call for assistance when required, and the placement of the security personnel's desk on the second floor of the building near the Council Chambers.

Notwithstanding the above improvements, security for the person occupying this work station is still an issue and could be improved upon. It is proposed to completely enclose the workstation with a 20" unbreakable or plastic enclosure set in a metal frame attached to the counter top of the workstation. Access to the space behind the workstation will be through two low level swinging doorways. The estimated cost of undertaking this work is \$3,250.

Security improvements planned for this area have been discussed with the City Clerk and the Aldermen's receptionist, both of whom concur with the proposal. An alternative also considered was a full height enclosure similar to the first floor Information Desk. While it would provide a greater level of security, the cost was \$8,500.00. This level of security was not felt to be warranted at this time.

4. The carpeting in the offices of the Mayor, the Executive Assistant to the Mayor and adjacent administrative space lying between these two offices is in deplorable condition and requires replacement. The carpet I would estimate is approximately twenty years old. The underpad is completely ineffective; the seams in the carpet are "bulging" because of the condition of the underpad and not only look aesthetically unpleasing, but could become a safety hazard if it becomes worse.

1994 May 17

Finance and Administration Committee

Page 4

The carpet in Mr. Dennis Carson's office, where space not only serves as an office but also a meeting room for the Mayor and a space within which to greet dignitaries, is also in deplorable condition. A unique construction feature of Mr. Carson's office is that the floor is insulated in as much as it forms part of the overhang portion of the building. The insulation over the past 35 years has deteriorated severely and caused markings in the rug and much unevenness on the floor. It is in fact quite unsightly and is the cause of numerous comments from visitors to his office.

In my opinion, if any space within City Hall deserves to be in fine condition, then it should be the Mayor's Offices. The replacement of the carpeting will greatly improve the appearance of the space and compliment the importance of the office.

The estimated cost to supply and install appropriate carpeting and underpad within the space and correct and level the concrete underlayment forming part of the floor structure itself is \$14,500.

DWV/dcr/jn

- c.c. Robert M. Morrow, Mayor  
D. Carson, Executive Director, Mayor's Office  
Joe Pavelka, P. Eng., Chief Administrative Officer  
J. J. Schatz, City Clerk  
R. Swan, Manager, Building Operations & Maintenance Division  
R. Desnoyers, Assistant Manager, Building Operations & Maintenance Division  
Allan C. Ross, Treasurer  
J. Cerio, Manager of Administration, Property Department



8 (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 19

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

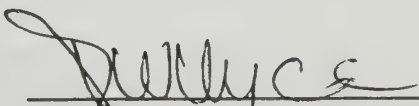
**SUBJECT:** Property Department - 1994 Reduction Packages

**RECOMMENDATION:**

- a) That approval be given to replace the proposed reduction package, "Prop 9 - Reduction of Caretakers Hours" in the sum of \$87,517 as submitted by the Property Department to the Committee of the Whole for approval on February 11, 1994, with the alternative savings package of equal value funded from the overall budget of the Property Department.
- b) That the proposed implementation date of June 6, 1994 for the reduced hours for Caretakers be postponed allowing the implementation of the alternative package.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The annualized net savings of the reduction package submitted to the Committee of the Whole on February 11, 1994 is \$87,517. The alternative savings package offered herein has an estimated annualized savings of \$87,517.

  
\_\_\_\_\_  
D.W. Vyce, Director of Property



Finance & Administration Committee  
May 19, 1994

**BACKGROUND:**

Included within the 1994 Proposed Reduction Packages, submitted for consideration of the Committee of the Whole on February 11, 1994, was a Property Department package which proposed a reduction in the Caretakers hours with a subsequent annualized net savings of \$87,517.

The reduction of Caretaker weekly hours by 3.75 (from 38.75 to 35) would have a minimal effect on the general caretaking service presently being provided. This package was and remains to be a viable package. The fact that we now have an alternative package to offer is the culmination of a number of events that have taken place since originally submitting the package affecting Caretaker's hours. The decision to submit the alternative package is based purely on compassionate reasons. The Caretakers are the only group of C.U.P.E. Local 167 employees, that I'm aware of, that will be directly affected monetarily by implementation of a proposed reduction package. They are also on the lower end of the corporate pay scale.

The alternative savings package results in part from the recent re-tendering of the clubhouse operations at both civic golf courses which included caretaking responsibilities previously maintained by the Building Operations and Maintenance Division. In addition, recent vacancies made available as a result of two promotions and two retirements within the Caretaking Section of the Building Operations & Maintenance Division, permits the opportunity to implement additional staffing reassignments and further contracting out of caretaking services in City buildings.

The alternative savings package includes:

- a) Reassignment of the three City Caretakers presently working at Kings Forest and Chedoke Golf Courses to existing vacancies produced by promotions and retirements.
- b) Contract out the caretaking of those areas at both golf courses that do not fall under the responsibility of the new Operators ie; Carmens & Johnny Kiriakopoulos.
- c) Reassignment of the Caretaker presently working at Sir Wilfred Laurier Pool to an existing vacancy produced by promotions and retirement.
- d) Contract out the caretaking requirements at Jimmy Thompson Pool with a subsequent annualized net savings of approximately 30%.

**Annualized Net Savings of the Alternative Package \$87,517**

Finance & Administration Committee  
May 19, 1994

**BACKGROUND: ...cont'd**

The initiatives taken by the staff of the Building Operations & Maintenance Division to develop the alternative savings package presented herein, represents a commitment to focus on long term solutions to the current economic challenges we are faced with today.

It is believed that the remaining "leaner" workforce in the Caretaking Section will better serve the needs of the Department and Corporation if their morale and cooperation can be maintained intact. The acceptance of the alternative savings package presented herein will indicate to the workforce that management is not simply taking a "slash and cut" attitude to reducing expenditures.

RD/rd

cc. J. Pavelka, C.A.O., Chief Administrative Office  
A. Ross, City Treasurer, Treasury Department  
J. Cerio, Manager of Administration, Property Department  
M. Watson, Manager of Real Estate, Property Department  
A. Ross, City Treasurer, Treasury Department  
**Attention: K. Beattie**  
R. Swan, Manager of Building Operations & Maintenance  
**Attention: R. Desnoyers**



8(c)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 20

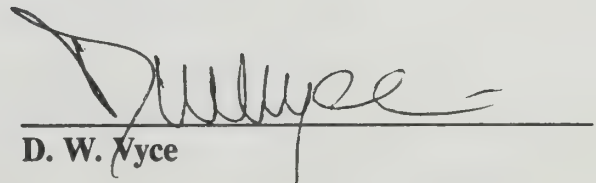
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Final Report  
City Hall Space Study

**RECOMMENDATION:**

- a) That the Final Report of the City Hall Space Study dated 1994 April 18, prepared by Carruthers Shaw and Partners Limited, be received and the appropriate City Staff be directed to implement the findings contained in the report as renovations take place within City Hall.
- b) That the Carruthers Shaw and Partners Limited account, in the amount of \$25,698.42 plus G.S.T. of \$1,798.89 for a total amount of \$27,497.31 be paid in full and charged to Account No. CF 5000 319041002 (Accommodation Requirements - City Hall).

  
D. W. Vyce

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See above recommendation.

**BACKGROUND:**

In adopting Item 2(b) of the 22nd Report of the Executive Committee, City Council on 1987 November 24 approved the hiring of Carruthers Shaw and Partners Limited to carry out a space study on City Hall.



20 May 1994

Finance and Administration Committee

Page 2

This recommendation came from Mr. L. Sage, Chief Administrative Officer, who wanted this firm to carry out the space study in conjunction with the report being prepared by this firm on the Region's space requirements.

As the City was not in a hurry for this report it was felt at that time that the City could wait until the Region's report was completed which was June 27, 1990.

Due to disagreements over contract terms the first draft was not completed until 1992. The City was commencing downsizing at that time and it was felt that another look at our needs should be undertaken which took place in 1993.

At that time further comments were received by the various departments and implemented into the report.

The final report was received by this office on May 3, 1994 and it contained the following recommendations and conclusions:

1. Functional building space requirements as identified by the study, be adopted and used as a basis for planning facilities for the City of Hamilton.
2. As a strategic planning model, the City Hall be organized in 3 primary sectors:
  - a) those departments rendering a high degree of day-to-day public service and contact.
  - b) those departments providing specific and technical service with moderate day-to-day public contact.
  - c) those departments providing executive and administrative services to the departments noted above.
3. With continuing emphasis placed on public interaction with City services, the new facility should relate specific departments having high public contact as close to grade as possible ensuring visibility, easy access (especially to the handicapped) and a pleasant street presence.
4. As a rationale to accommodating future growth, the phasing option identified in the conclusions be adopted. That is:

Year 1998 - Regional Engineering vacate the fifth floor

Year 2003 - Regional Engineering vacate the sixth floor

Year 2008 - Regional Engineering and Regional Planning vacate the seventh floor.

20 May 1994

Finance and Administration Committee

Page 3

It is important that a "loose fit" scenario be provided for administrative staff which allows departments to grow into space and prevent chronic overcrowding and employee production inefficiencies generated in a "tight fit".

Further, if Regional Engineering was to move prior to the above projected date, then we recommend that extra space be reconfigured to alleviate overcrowding in other City Departments.

MCJW/am

c.c. Joe Pavelka, Chief Administrative Officer

Carruthers Shaw  
and Partners Limited  
Architects

2345 Yonge Street  
Suite 200  
Toronto, Ontario  
M4P 2E5  
416 482-5002  
Fax 482-5040



29 April 1994

The Corporation of The City of Hamilton  
City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

John N. Shaw  
B Arch OAA MRATC

Geoffrey D. Brown  
B Arch OAA MRATC

Paul M. Cravit  
B Arch M Arch ED  
OAA MRATC

Richard Gradon  
B Arch Arch S  
B Arch OAA MRATC

Norman E. Grey-Noble  
B Arch OAA MRATC

John C. A. Hackett  
B Arch OAA MRATC

Peter C. Orved  
B Arch OAA MRATC

Peter F. Zurawel  
B Arch OAA MRATC

Anna Granger  
Consultant

Associates:

Gaye Kapkin  
BA BEDS B Arch

Jan Ravens  
Dipl Eng Arch OAA MRATC

Barbara Ross  
B Arch OAA MRATC

Attention: Michael C.J. Watson  
Manager, Real Estate Division  
Property Department

Dear Sir:

*City Hall Space Study  
Final Report*

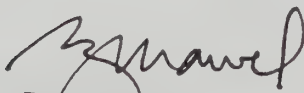
We are pleased to submit the final report which is the companion report to the Region's Space Strategy and Implementation Plan dated June 10, 1988 and Final Report On the Project Definition Phase of Regional Headquarters Building dated June 27, 1990.

As you are aware, your report is similar only to the Region's report in the space requirements, interrelationship diagrams and recommended space standards. The research and working method was identical to the Region's tasks carried out by us to obtain the results. One difference was our response to staffing and departmental changes carried out after our draft report to you in 1992. It was felt by ourselves and yourselves to wait until an appropriate time to take a more accurate snapshot of your organization. This snapshot was taken in late 1993 and the final draft submitted to you in early 1994.

Additionally, we offer our comments that Ontario municipalities and public agencies have become dynamic, changing organizations responding to provincial funding pressures and economic downturns (especially in 1993.) However, population growth and demand for public services have not diminished. These pressures have placed dynamic requirements on municipal delivery systems, subsequent staffing and the facilities to house both. We remind you that the planning model prepared for you is a dynamic tool capable of responding to any future change.

We think that the adoption of space standards and a space planning model contained in the report will give the City the tools that it needs to more accurately plan its facilities needs for the present and for the future.

Yours sincerely,  
Carruthers Shaw and Partners Limited, Architects

  
Peter Zurawel  
Principal

9.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 20

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

J. Hindson  
Director of Information Systems

**SUBJECT:** Information Systems - Hamilton City Hall  
Computer Renovation and Relocation - Termination of Contract with  
Memphis-Kendall Builders Inc.


**RECOMMENDATION:**

1. That the Director of Property be authorized and directed to take all necessary and appropriate steps to preserve the City's interests in the Computer Renovation and Relocation Project at Hamilton City Hall, 71 Main Street West, Hamilton, Ontario, including noting the default of the contractor by sending official notices to it and its bonding company.
2. That the Director of Property report back to Finance and Administration Committee meeting of June 23, 1994 or sooner on the response of the bonding company regarding its intentions to complete the project or otherwise and that the City Solicitor report on the legal implications of that response.
3. In the event that arrangements satisfactory to the City are not implemented, that the contract between the Corporation of the City of Hamilton and Memphis-Kendall Builders Inc. of Toronto, for Computer Renovation and Relocation Project at the Hamilton City Hall, 71 Main Street West **be terminated** for default, including the contractor's gross delay in construction progress, without proper excuse, and the contractor's apparent failure to protect the City from claims of non-payment by the contractor's subcontractors, despite payment by the City to the contractor, and for other serious breaches of the contract.



4. That the Director of Property list the various construction completion options available to the City and recommend the one most suitable in all circumstances, including budgetary restraints.

  
\_\_\_\_\_  
D. W. Vyce, Director of Property

  
\_\_\_\_\_  
J. Hindson, Director of Information Systems

#### FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

1. There are presently 3 liens by subcontractors on this project;
  - .1 Tesla Electric on March 24, 1993,
  - .2 Serv Alarm, on March 26, 1993
  - .3 Cipolla Electric on June 9, 1993

In addition, the general contractor has placed a lien on this project, on March 25, 1993.

The City has acted in the required way, under the Construction Lien Act, by maintaining on hand the required 10% holdback of all funds payable to the contractor to date. However, there may well be litigation proceedings and costs arising to the City to sort out the lien claims in later court proceedings which but for the actions or omissions of the contractor would not occur nor involve the City.

2. The Contractor could be sued by the City for any additional expenses it has incurred or will incur to the City through delays, non-co-operation, etc., but the City in any event has power by contract to deduct such expenses from payments owed to the contractor by the City. The City cannot resort to the 10% holdback for such deductions, as the holdback is a statutory trust fund.
3. The Information Systems is the only user of the yet-to-be finished facility. Temporary arrangements have been made to accommodate staff - for meetings and training elsewhere.

4. The 50% performance bond, if honoured will provide up to \$177,827.00 worth of work on site. Presumably the monies remaining in the contract will need to be spent first before the performance bond is involved.

An analysis of the 6 tender prices which separated out the basement, received on April 9, 1991, gave an average price of \$42,256.83 for the basement. The estimate by the Consultant for the basement was \$36,909.00.

As the attached letter from the consultant dated 1993 May 17 indicates, the estimate for outstanding deficiencies is \$18,000.00.

The sum needed to complete the project as originally designed and including outstanding deficiencies is in the range of \$60,000.00.

## **BACKGROUND:**

### **1. Project Description**

- .1 The City of Hamilton has relocated the Information Systems Department computers, from the basement to renovated space on the ground floor.
- .2 The work was planned under four phases. These phases are:
  - Phase 1. Ground floor renovation to accommodate the computers.
  - Phase 2. Ground floor renovation to accommodate the staff.
  - Phase 3. Relocation (moving) of the computers from the basement to the renovated ground floor space.
  - Phase 4. Renovation of the basement space for a training facility and meeting room.

To date, Phase 1, 2 and 3 are certified substantially completed by the Consultant, D. Linton of Associated Computer Planning. These areas are occupied by the Client Department. Deficiencies have yet to be rectified by the General Contractor, Memphis-Kendall.

2. Financial Status

Net Contract to date	\$380,368.57
Paid to Contractor	(310,516.92)
Holdback Retained	( 34,501.88)
Balance of Funds Remaining	<u>\$ 35,349.77</u>
Consultant Approved Extras to Net Contract Not Yet Paid	<u>( 18,195.54)</u>

3. Difficulties with General Contractor

- .1 The project was abandoned by the contractor on or about January 30, 1993. This was the time the electrical sub-contractor walked off the project. There has been no electrical sub-contractor for the overall project since then.
- .2 Other difficulties encountered with the Contractor, Memphis Kendall were:
  - . A final bid that was substantially less than the mean average.
  - . Inadequate presence and/or resources.
  - . "Yes we will/don't worry" - but nothing happens.
  - . Construction Schedule slippage.
  - . Deficiencies not made good to date.
  - . Life Safety items not ready.
  - . Statutory declarations not valid.
  - . Insurance coverage terminated by insurance company and re-instated.
  - . Disagreement within Contractor's team.
  - . Liens registered against the project.
  - . Holdback release repeatedly requested by Contractor at Intermediate Project Stage.

4. Construction Schedule Slippages

	PLANNED	CONTRACT DOCUMENTS	SCHEDULE REC'D. FROM M-K AUG.6/92	SCHEDULE REC'D. FROM M-K OCT.13/92	ACTUAL CONSTRUCTION	DELAY (DAYS)	REMARKS
Phase 1	Start:	July 08/92			July 14/92	6	
Phase 1	Substantial Completion:	Aug.21/92	Aug.28/92		Sept.5,6/92	14	
Phase 2	Start:	Aug.24/92		Sept.7/92	Sept.7/92	14	
Phase 2	Substantial Completion:	Oct.15/92	Oct.23/92	Nov.13/92	Nov.21/92	37	
Phase 3	Start:	Oct.16/92			Dec.17/92	62	
Phase 3	Substantial Completion:	Oct.18/92	Oct.25/92		Dec.19/92	62	Deficiencies yet to be rectified
Phase 4	Start:	Oct.19/92			Dec.26/92	68	Planned Start
Phase 4	Substantial Completion:	Nov.23/92	Nov.27				Not Yet Started



Attached here-in are:

- Letter to Memphis Kendall from the City 1994 February 25
- Financial status of the project 1994 January 11
- Consultant letter recommending removal of the contractor from this project. 1993 September 21
- Particulars of default by the contractor.

DWV/jn

attchs.

c.c. Joe Pavelka, Chief Administrative Officer  
P. N. Johnson, City Solicitor  
P. N. Johnson, City Solicitor  
**Attention: P. Hooker**  
R. Martiniuk, Manager, Architectural Division  
S. Chang, Senior Project Manager

D. Linton  
Associated Computer Planning  
7885 Tvanmere Drive, Unit 13  
Mississauga, Ontario  
L5S 1V8



# THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1994 February 25

Memphis-Kendall Builders Inc.  
1179 King Street West  
Toronto, Ontario  
M6K 3C5

Dear Sir:

Re: Contract - The Corporation of the City of Hamilton  
and Memphis-Kendall Builders Inc. - AD-91-001  
Information Systems Data Centre - Hamilton City Hall

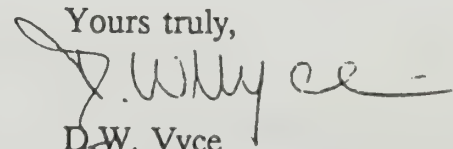
Please be advised that because you did not return to the captioned job site and carry out Phase IV of the job, as originally designed, and rectify all the outstanding job deficiencies, this Department will seek City Council approval to terminate the Agreement with you dated July 2, 1992, based on the defaults and instances of non-performance by you listed in the enclosures to this letter.

You caused the City's title to be encumbered with liens, which is a default not rectified by you.

The various particulars of your default are as specified in the pages numbered 1-12 in a summary by S. Chang, Senior Project Manager, Architectural Division, Property Department, copy enclosed, and as recorded by the City's consultant, ACP Computer Technologies Inc., in its letter to the City of September 21, 1993, copy enclosed. The City adopts and relies on those statements of default.

For the information of the Guarantee Company of North America, its performance of contract bond in question is Bond No. 254484, copy enclosed. We confirm that Mr. M. Davidson, its adjuster, attended the meeting here of September 8, 1993 and is aware of the situation complained of. Also enclosed please find Mr. Chang's Summary of Contract payments (as of January 11, 1994).

DWV:sr  
Encs.

Yours truly,  
  
D.W. Vyce  
Director of Property

c.c. The Guarantee Company of North America  
2 Sheppard Avenue East, Suite 800  
Willowdale, Ontario M2N 5Y7  
Attn: Michael Davidson, Adjuster

ACP Computer Technologies Inc.  
7885 Tranmere Drive, Unit 13  
Mississauga, Ontario L5S 1V8  
Attn: Dave Linton

# COMPUTER RELOCATION & RENOVATIONS

		Money Approved For Spending	Money Spent Or Committed
1.	<u>Payments to Date for Work Already Done</u>		
	Net contract up to and including Certificate #8	\$380,368.57	
	Paid to Contractor		(\$310,516.92)
	Holdback Retained by The City		(\$34,501.88)*
	Balance of Contract Outstanding		(\$35,349.77)
2.	<u>Future Payments Committed For Extra Work Already Done</u>		
	Certificate No. 9 Serv Alarm Security System Beyond Cash Allowance	\$4,766.00	(\$4,289.40)
	Certificate No. 10 Various Extra Work by MK	\$2,735.00	(\$2,461.50)
	Certificate No. 11 MK mark up for Serv Alarm work	\$738.73	(\$664.86)
	Certificate No. 12 Relocation of deluge valve	\$8,841.98	(\$7,957.78)
	Certificate No. 13 Serv Alarm extras	\$1,113.83	(\$1,002.45)
	Additional Holdback retained by the City		(\$1,819.55)
		<u>\$398,564.11</u>	<u>(\$398,564.11)</u>
	* Treasury Department has deducted \$855.90 from the holdback for MK's dishonored cheque		

ACP COMPUTER  
TECHNOLOGIES INC.

7885 Inanmere Drive, Unit 12  
Mississauga, Ontario L5S 1V8  
Tel: (416) 678-0020 • Fax: (416) 678-0022

September 21 1993

The Corporation of the City of Hamilton  
City Architects Department  
71 Main Street West  
Hamilton, Ontario.  
L8N 3T4

Attention: Mr. Steven Chang

Dear Steven;

In light of our most recent meeting with Memphis-Kendall Builders Inc. ( September 8, 1993.) It would appear that this contractor is unable to return to the project. Further to the above meeting. I have reviewed the contract documents and find that;

1. The contractor is in default under the General Conditions of the Contract Form 200A, Section .05.03 - Non-fulfilment of the Contract and Section .06.03 - Contractor's Discharge of Liabilities.

In my opinion and as the " Contract Administrator" and " Prime Consultant" contracted to the City of Hamilton for Project Reference # AD-91-001. Memphis-Kendall Builders Inc. can not demonstrate to my satisfaction their ability to complete this project. I therefore recommend that Memphis-Kendall Builders Inc. be removed from this project. I further recommend that the City execute its rights under Section .05.03 of the General Conditions Form 200A and employ such means as it deem necessary to complete this project.

Your's truly,  
ACP Computer Technologies Inc.

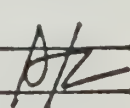
  
D.B.A. (Dave) Linton

ARCHITECTURAL DIVISION

FILE NO. \_\_\_\_\_

LETTER NO. \_\_\_\_\_

DATE: OCT - 4 1993

DISTRIBUTION	RECEIVED
R.M. _____	
S.C. _____	
M.S. _____	
D.K. _____	
H.K. _____	
A.M. _____	_____
J.N. _____	_____



INADEQUATE PRESENCE AND/OR RESOURCES

1. Difficulties Encountered

At certain critical times, it is important for the full contracting team to be present. Some of these critical times were the moves between phases. In more than one instance, the complete contracting team was not present. The result was that either City Staff had to "hold the bag" to get the job done, or some member of the construction team, perhaps not familiar with another trade, had to step in.

2. Action Taken

The City Project Team registered its objection to non-presence of the total construction team at the Site Meetings. The fact that it had to be repeatedly brought to the Contractor's attention was not encouraging to the City as owner.

"YES WE WILL/DON'T WORRY" - BUT NOTHING HAPPENS

1. Difficulties Encountered

As the project progressed, the adherence of the Contractor to the project schedule, and to prompting from the City Project Team, became less responsive. When it came time for the completion of the life, safety systems, amongst them the deluge sprinkler system, the Contractor was noticeable by both non-presence and lack of getting the job finished.

2. Action Taken

The main forum for dialogue with the Contractor were the weekly Site Meetings. In 1993, when there were hardly any Site Meetings, the City directed its agent, Associated Computer Planning, to prompt the Contractor. Towards the latter portion of this half-year, the Contractor was not contactable, i.e. without a mailing address or answering service. Life, safety issues, such as the sprinkler system, had to be finished through co-ordination by City Staff, and the Prime Consultant as City Agent.

### CONSTRUCTION SCHEDULE SLIPPAGE

		Contract Documents	Schedule Rec'd. from M-K Aug.6/92	Schedule Rec'd. from M-K Oct.13/92	Actual Construction
Phase 1	Start:	July 08/92			July 14/92
Phase 1	Substantial Completion:	Aug.21/92	Aug.28/92		Sept.5,6/92
Phase 2	Start:	Aug.24/92		Sept.7/92	Sept.7/92
Phase 2	Substantial Completion:	Oct.15/92	Oct.23/92	Nov.13/92	Nov.21/92
Phase 3	Start:	Oct.16/92			Dec.17/92
Phase 3	Substantial Completion:	Oct.18/92	Oct.25/92		Dec.19/92
Phase 4	Start:	Oct.19/92			Dec.26/92
Phase 4	Substantial Completion:	Nov.23/92	Nov.27		Not yet Finished

As the schedule above shows, the time slippage started from Phase 1, but at the end of Phase 3, was two months behind the contract agreement. The contract allowed for 15 weeks from start to end of Phase 3. Actual time taken was 23 weeks. Granted, there were special conditions unique to this project, amongst which were:

1. Occupied at the same time as construction was proceeding. There were cases where construction had to wait until after-hours.
2. Additional Client Department wishes as the job progressed, such as soundproofing on the walls of the computer space.

Even so, the 50% additional time needed to complete these portions of the project seem excessive. And this was when the construction team was, in fact, functioning as a team. Needless to say, once the charges of non-payment against the General Contractor began, work ground to a halt.

To date, the finishing of the deficiencies for Phases 1, 2 and 3 is not completed. Also, the life safety items, especially the deluge valve for the sprinkler system, would not have been done if the City Project Team had not stepped in to ensure completion.

DEFICIENCIES NOT MADE GOOD TO DATE

1. Difficulties Encountered

There are deficiencies to Phases 1, 2 and 3, estimated by the Prime Consultant as approximately \$18,000.00 worth of work outstanding. At the substantial completion of Phase 3, the City Project Team agreed to deferring deficiencies till Phase 4, with the understanding that Phase 4 is imminent.

2. Action Taken

When it became apparent that Phase 4 was not imminent. The City Project Team, through its agent the Consultant, informed the Contractor to finish all deficiencies on Phase 1, 2 and 3. Deadlines were set, then extended, with no action or response from the General Contractor. To date, the deficiencies have not been rectified.



## LIFE SAFETY ITEMS NOT COMPLETED

### 1. Difficulties Encountered

Aside from the deluge pre-action sprinkler valve, which is written up separately, there are other items of a safety nature, perhaps less major than the valve.

Amongst these are:

- .1 Colour change on exit steps from computer room access flooring.
- .2 "Watch Steps" wording to be put on the doors (2) facing the two sets of steps.
- .3 Removal of the "Exit" sign above the inner/non-exit steps.

### 2. Action Taken

Every opportunity was given to Memphis-Kendall as the General Contractor to make-good the life, safety items. It was always made clear that these items are not deferred to Phase 4, but are to be done on an immediate basis. The City eventually had to change the colour of the steps with its own forces. The other items remain to be done by Memphis-Kendall, who to this date remains the official Contractor, and is to be working at the site.

## FIRE SUPPRESSION SYSTEM

### 1. Difficulties Encountered

A decision was made by the City Project Team to locate the deluge valve in the basement, at the site of the previous air-conditioning unit. This unit was removed, and the site made ready for the General Contractor, at the latter part of December 1992. In the usual course of events, installation of the valve, complete with all electrical connections, may have taken approximately two weeks. As it was, around the middle of April, the Consultant informed the City that the valve was ready for testing. However, when the City Project Team checked with the installers, it transpired that the valve was still not ready for testing. The Contractor was given a deadline to make ready for testing by the end of April, but this deadline was not met. The deadline was extended to May 7, 1993, but again this was not met.

### 2. Action Taken

The City Project Team contacted the installers directly, arranged for completion, certification and testing, all within 10 days.

STATUTORY DECLARATIONS NOT ACCURATE

1. Difficulties Encountered

At the beginning of the project, the Contractor was not mandated to provide statutory declarations of payment to sub-contractors for each draw. However, around the beginning of 1993, complaints started coming from sub-contractors and suppliers of difficulty in collecting monies from the General Contractor.

2. Action Taken

The City Project Team subsequently required the statutory declarations of payment to sub-contractors from the General Contractor with each payment draw. These were indeed provided, but the complaints from the sub-contractors and the suppliers continued.

With the liens presently registered against the project, the City has directed each official sub-contractor to sign its own statutory declaration of satisfactory payment from the General Contractor.

## INSURANCE COVERAGE TERMINATED BY INSURANCE COMPANY

### 1. Difficulties Encountered

On March 18, 1993, Dominion of Canada Insurance Group terminated Memphis-Kendall's policy CCP8247246 due to non-payment of premiums. This is the

1. Liability; 2. Builder's Risk insurances.

The coverage had been in effect since the beginning of the project.

### 2. Action Taken

As soon as the City Project Team was aware of the termination of the insurance, the following actions were taken:

- .1 The City Law Department was informed.
- .2 The City Maintenance Department was informed.

A letter was written by the Law Department to immediately activate the insurance. Until such time, since the project was not insured, work could not proceed.

Subsequently, on April 5, 1993, Dominion of Canada wrote to inform that they reinstated the Memphis-Kendall policy.



## DISAGREEMENT WITHIN CONTRACTORS TEAM

### 1. Difficulties Encountered

On 1993 January 30, an unsolicited fax to the City from Tesla Electric was received. Tesla had not been paid adequately by Memphis Kendall, and no longer intended to work on the project.

On 1993 February 19, an unsolicited fax to the City, from Serv Alarm, was received. Serv Alarm had not been paid adequately by Memphis Kendall.

After the 1993 May 18 testing of the fire suppression system, Cipolla Electric verbally reported they had difficulty collecting payment from Memphis Kendall.

In addition, letters were received from the following by the City that monies are owing them from Memphis Kendall -

National Mill Work

Data Tel

Sound Solution.

### 2. Action Taken

The City Project Team was careful to pay the Contractor fairly, in order that all sub contractors could be adequately re-imbursed. With that ensured, and where the subs were still claiming inadequate payment by the General Contractor, the City, through its Consultant Associated Computer Planning, tried to accomplish non-interruption of the project. Unfortunately, much depended on the electrical sub-contractor, and the project was seriously affected without Tesla's co-operation.

LIENS REGISTERED AGAINST THE PROJECT

1. Difficulties Encountered

Liens were registered by the following:

- Telsa Electric . . . . . \$ 46,650.32      1993 March 24
- Serv Alarm . . . . . \$ 16,322.37      1993 March 26
- Cipolla Electric . . . . . \$ 2,403.01      1993 June 9

In addition, the contractor liened the project:

- Memphis Kendall . . . . . \$ 35,325.85      1993 March 25

2. Action Taken

The City Project Team, through the City Law Department, has been trying to urge the Contractor to get all the liens discharged, as is the Contractor's contractual obligation. So far, there has been no resolution by the Contractor of the liens.

RELEASE OF HOLDBACK PRESSURED BY CONTRACTOR AT INTERMEDIATE PROJECT STAGE

1. Difficulties Encountered

The General Contractor requested that after that after the substantial completion of Phase 3, the City consider the ground floor work to be done. The Contractor requested the release of holdbacks for Phases 1, 2 and 3, and to treat the basement as a separate phase.

The City Project Team realized that Phases 1, 2, 3 and 4 form one contract. However, since the work on Phase 1, 2 and 3 had gone on - if not well and if not on schedule - it had been done. Still, the life, safety items and the deficiencies were outstanding. So the City Project Team tentatively consented to release of holdback for Phases 1, 2 and 3, provided, of course, there are no liens and the life, safety issues are finished.

The Consultant issued a certificate of Substantial Completion on January 11, 1993, and Memphis-Kendall published in the Daily Commercial News on February 11, 1993.

On March 24, 1993, Tesla Electric registered a lien against the project. On March 26, 1993, Serv Alarm registered a lien against the project. In addition, on March 25, 1993, Memphis-Kendall, the General Contractor, registered a lien against the project for the holdback monies of Phases 1, 2 and 3.

2. Action Taken

The Treasury Department has informed the City Project Team that until the General Contractor ensures all liens against the project are discharged, no monies can be released to the Contractor. This includes release of holdback. To date, none of the liens against the project have yet been discharged.

In addition, the City Project Team has directed that Statutory Declaration forms from each official sub-trade be submitted before holdback can be released.





10.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 17

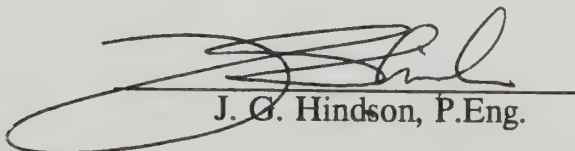
**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. G. Hindson, P.Eng.  
Director of Information Systems

**SUBJECT:** Central Computer Processor Replacement and Disk  
Drive Lease Renewals (INF 94-121)

**RECOMMENDATION:**

- a) That the replacement Central Processor Unit be acquired from IBM Canada Limited of Burlington, Ontario (the lowest of 5 proposals), at \$21,609 per month for 48 months commencing 1994 July 1 in accordance with their proposal dated 1994 May 10. Funding to be provided from Account CH56605-26020 (Computer Equipment Rental).
- b) That the lease of two IBM series 3390 model 38 disk drives and related equipment be renewed with IBM Canada Limited of Burlington, Ontario (the lowest of 5 proposals) at \$8,545 per month for 36 months commencing 1994 July 1 in accordance with their proposal dated 1994 May 10. Funding to be provided from Account CH56605-26014 (Computer Equipment Rental).
- c) That the lease of one IBM 3990 series Access Storage Controller be renewed with Scott Capital Group Inc of Mississauga, Ontario (lowest of 3 proposals) at \$691 per month for 36 months commencing 1994 July 1 in accordance with their proposal dated 1994 May 11. Funding to be provided from Account CH56605-26014 (Computer Equipment Rental)
- d) That the monthly central processor software cost, as supplied by IBM Canada Limited of Burlington, Ontario be increased by \$8,750 per month from \$34,150 to \$42,900 per month effective 1994 July 1. Funding to be provided from Account CH56005-26020 (Computer Software) and CH56099-26021 (User Software).

  
J. G. Hindson, P.Eng.

## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net financial impact is a decrease of \$5,510 per month due to a reduction of \$14,260 per month in hardware leasing costs and an increase of \$8,750 in software costs effective 1994 July 1.

## **BACKGROUND:**

Requests for Proposals for Central Processing Equipment Leasing were issued by the Manager of Purchasing on 1994 April 19th with a closing date of 1994 May 12th. Five completed proposals from three suppliers were subsequently received.

The Request for Proposals was initiated as the result of an identified capacity deficiency as reported to the Committee in Report INF-94-117. One objective of the replacement plan was to have no net increase in current operating costs.

The leasing proposals were evaluated on the basis of the lowest monthly operating cost including maintenance. A requirement of the proposals was that any lease include a provision that the lessee could return the equipment at the end of the lease, continue to lease at a reduced rate, or acquire the equipment at Fair Market Value. This provides for maximum flexibility to the Corporation.

On the basis of the summary of the proposal results (as indicated in the attached table), it is recommended that leasing services be acquired from the lowest acceptable lessor in each case.

Software licensing costs vary in accordance with the processing speeds and capabilities of the Central Processor. Since the replacement processor falls within a different licensing category (or group), software costs will increase by \$8,750 per month.

However, the effect of the decreased monthly leasing costs will be a net decrease of \$5,510 per month effective 1994 July 1.

The impact on the Region, that shares the use of all processing resources, is a reduction of approximately \$3,460 per month. The City decrease will be approximately \$2,050 per month due to different software requirements for the City. The City uses "DB2" database software for the tax appeals (in production) and the replacement tax system that is under development. Some of the monthly reduction in costs is due to lower equipment costs and some is due to the extension of the leasing period.

c.c. Mr. Allan C. Ross, Treasurer

**Request for Proposals for the acquisition of Central Processing Equipment  
as issued by the Manager of Purchasing dated 1994 April 19th**

**Summary of Proposals Received [1]**

<b>Replacement Central Processing Unit</b>	<b>Cost/month (includes mtce)</b>
IBM Canada Limited, Burlington	\$ 21,609 <----RECOMMENDED
Scott Capital Group, Mississauga	\$ 21,863
AT&T, Willowdale, Ontario #B	\$ 21,912
AT&T, Willowdale, Ontario #A	\$ 22,633
AT&T, Willowdale, Ontario #C	\$ 25,226

<b>Lease for Disk Drives and related equipment</b>	<b>Cost Per month</b>
IBM Canada Limited, Burlington	\$ 8,545 <----RECOMMENDED
Scott Capital Group, Mississauga	\$ 8,998
AT&T, Willowdale, Ontario #A	\$ 13,327
AT&T, Willowdale, Ontario #B	\$ 13,327
AT&T, Willowdale, Ontario #C	\$ 13,327

<b>Lease of Access Storage Controller</b>	<b>Cost Per month</b>
Scott Capital Group, Mississauga	\$ 691 <----RECOMMENDED
IBM Canada Limited, Burlington	\$ 1,000
AT&T, Willowdale, Ontario	\$ 1,045

**Incomplete Bids**

C.D.I. (Computer Dealers Inc) Richmond Hill, Ontario (bid on trade-in value only)

[1] 9% interest rate assumed in financial calculations.





11.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 4

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Charlene J. Touzel, Secretary  
French Sub-Committee

**SUBJECT:** Francophone Association of Municipalities of Ontario -  
1994 Membership Fees

**RECOMMENDATION:**

- a) That the City of Hamilton renew its membership to the Francophone Association of Municipalities of Ontario for 1994; and,
- b) That the Finance and Administration Committee recommend the method of financing for the 1994 membership fee in the amount of \$700.

*Touzel*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

\$700. - Method of financing to be determined.

**BACKGROUND:**

The City of Hamilton has been a member of the Francophone Association of Municipalities of Ontario since 1991.

cc: Allan Ross, Treasurer

CT:br

Association française des municipalités de l'Ontario /  
Francophone Association of Municipalities of Ontario

Facture / Invoice

À/To : Municipalité de Hamilton

Facture numéro / Invoice # 0255 Date le 22 décembre 1993

\* \* \*

A l'attention de / Billed to	Montant / Amount
Cotisation pour l'AFMO pour l'année 1994	700.00\$
..	
..	

- À titre d'organisme à but non lucratif, l'AFMO ne demande pas de t.p.s.
- As a non-profit organization, AFMO does not charge G.S.T.

# Catégories pour les frais de cotisation à l'AFMO

## AFMO Membership Fees Categories

Catégorie Category	Population francophone Francophone Population		Frais de cotisation Membership Fees \$
	De/from	À/to	
A	0	999	100.00
B	1 000	2 999	300.00
C	3 000	4 999	500.00
D	5 000	6 999	700.00
E	7 000	8 999	900.00
F	9 000	10 999	1,100.00
G	11 000	12 999	1,300.00
H	13 000	14 999	1,500.00
I	15 000	16 999	1,700.00
J	17 000	18 999	1,900.00
K	19 000	20 999	2,100.00
L	21 000	22 999	2,300.00
M	23 000	24 999	2,500.00
N	25 000	26 999	2,700.00
O	27 000	28 999	2,900.00
P	29 000	30 999	3,100.00
Q	31 000	32 999	3,300.00
R	33 000	34 999	3,500.00
S	35 000	36 999	3,700.00
T	37 000	38 999	3,900.00
U	39 000	40 999	4,100.00
V	41 000	42 999	4,300.00
W	43 000	44 999	4,500.00
X	45 000	46 999	4,700.00
Y	47 000	48 999	4,900.00
Z	49,000	plus/over	5,000.00



# **Population francophone des municipalités dans les régions désignées** **Francophone population of municipalities in designated areas**

<i>Municipalité Municipality</i>	<i>Total Population</i>	<i>Francophone population</i>	<i>% Francophone</i>
East Ferris	3 440	1 395	40.55%
East Hawkesbury	2 927	1 855	66.53%
East York	101 359	1 865	1.84%
Elliot Lake	17 989	5 350	29.74%
Englehart	1 741	90	5.17%
Espanola	5 492	1 195	21.76%
Essa	13 328	1 530	11.48%
Etobicoke	303 409	5 340	1.76%
Evanturel	560	105	18.75%
Fauquier-Strickland	820	785	95.73%
Field	672	585	82.74%
Finch (Village)	395	35	8.86%
Finch (Twp)	2 310	730	31.60%
Gauthier	155	30	19.35%
Geraldton	2 880	845	29.34%
Glackmeyer	1 165	685	58.79%
Gloucester	93 121	27 440	30.55%
Goulbourne	12 322	605	4.91%
Hagar	925	455	49.18%
Haileybury	4 820	1 715	35.58%
Hamilton	306 849	6 720	2.19%
Harley	595	135	22.68%

12.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 10

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Chief G. Baker  
Fire Chief  
Hamilton Fire Department

**SUBJECT:** Purchase of One (1) Combination Fire Apparatus

**RECOMMENDATION:**

- a) That a purchase order be issued to Nova Quintech, Pierreville, Quebec, in the amount of \$703,530.00 including all applicable taxes, for the supply and delivery of One (1) Combination Fire Apparatus with a 65 foot 3 section Pre-piped Aerial Ladder and Class "A" Pumper Truck, being the only proposal received, in accordance with the Request for Proposal issued by the Manager of Purchasing and Vendor's submission.
- b) That this expenditure be financed through the Reserve for Replacement of Mobile Equipment Account No. CH 5X502 00101
- c) That a contract be entered into satisfactory to the City Solicitor.



**FINANCIAL/STAFFING/LEGAL/PURCHASING IMPLICATIONS:**

All Purchasing policies and procedures have been followed and this recommendation is endorsed by Purchasing.



1994 April 27

Finance and Administration Committee

Page 2

**BACKGROUND:**

City Council at its meeting on January 25, 1994 authorized the replacement of fire department vehicles in 1994. Included in that approval was the replacement of an aerial ladder truck with a combination pumper / aerial truck, known as a quint. One pumper will not be replaced in 1995.

This purchase will assist with department restructuring as a direct result of downsizing personnel strength over the past two years; a permanent reduction in staff of 42 firefighters.

**DISCUSSION:**

The request for proposal was advertised and all known North American manufacturers were notified of the availability of the proposal for this vehicle. Five (5) suppliers picked up the proposal. Four (4) declined or did not bid. One (1) submission was received from Nova Quintech.

Nova Quintech was awarded a contract for the supply and delivery of 2 Pumpers and 1 Aerial Ladder Truck in 1993. These vehicles were built to our specifications and meet our requirements.





**FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, 1994 MAY 26TH**

**CONSENT AGENDA**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 May 5th.

**B. DIRECTOR OF PROPERTY**

Conveyance of City lands to Hamilton Hydro-Electric Commission - 284 Sherman Avenue North

**C. COMMISSIONER OF HUMAN RESOURCES**

Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1994 May 18

**D. CITY SOLICITOR**

Debenture By-law - Capital Projects - 1994

**E. CITY CLERK**

(i) Use of City Hall Forecourt - Royal Bank Rides for Easter Seals

(ii) Use of City Facilities - Canadian Polish Congress

(iii) Use of City Hall Facilities - Tele-Touch Display - 1994 July 4 - 29

(iv) Use of City Facilities - Mayor's Race Relations Committee - Rob Gentles Action Committee Press Conference on 1994 May 19

(v) Appointment of Member - Keep Hamilton Clean Committee

**F. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items.



Thursday, 1994 May 5  
9:30 o'clock a.m.  
Room 233, City Hall

The Finance and Administration Committee met.

**There were present:**

Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman V. Agro  
Alderman T. Anderson  
Alderman D. Agostino  
Alderman G. Copps  
Alderman T. Cooke  
Alderman D. Drury

A.

**Also present:**

J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
T. Bradley, Manager of Purchasing  
J. Schatz, City Clerk  
Fire Chief Baker  
J. Johnston, Commissioner of Human Resources  
Deputy Fire Chief Smith  
P. Noé Johnson, City Solicitor  
D. Vyce, Director of Property  
Susan K. Reeder, Secretary

**CONSENT AGENDA**

1.. **CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda.

Alderman Copps questioned a few of the Items contained within the Consent Agenda.

The Committee then approved its Consent Agenda as follows:

**A. MINUTES**

The Committee was in receipt of the minutes of its regular meeting held Thursday, 1994 April 21, and approved these minutes as circulated.

**B. TREASURER**

**(i) Funding - Increased Cost of Two Local Improvement Projects**

The Committee was in receipt of a report from the Treasurer dated 1994 April 26, respecting the above noted matter and approved the following:

That as referred to in Section 35 of the Eighth Report for 1994 of the Transport and Environment Committee, the City Solicitor be authorized to revise the appropriate By-laws for the following local improvement projects previously authorized by Council and the increased cost of the City's share in the total amount of \$35,000. be financed from the 1994 Capital Levy, Account Centre No. CH 22002:

- (a) That the City's share of the cost be revised from \$8,924. to \$33,924. for the construction of an alley between Fairfield Avenue North and Paling Avenue North from Britannia Avenue to the north limit of 255 Paling Avenue North (north-south alley); and,



- (b) That the City's share of the cost be revised from \$25,175. to \$35,175. for the construction of an alley first north of Barton Street East from Tragina Avenue North to Weir Street North (east-west alley).

(ii) Information Report - Status of Unclassified Revenue and Expenditures as at 1994 March 31

The Committee was in receipt of the above noted Information Report dated 1994 April 26, and agreed to **receive** this document for information purposes.

(iii) Information Report - Status of Hosting, Receptions and Related Accounts as at 1994 March 31

The Committee was in receipt of a report from the Treasurer dated 1994 April 27, respecting the above noted matter and agreed to **receive** this document for information purposes.

C. COMMISSIONER OF HUMAN RESOURCES - Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1994 April 27

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 April 27, respecting the above noted matter and approved the following:

That the listing of Appointments To and Terminations From Permanent Positions with the Corporation of the City of Hamilton to 1994 April 27, be approved.

D. DIRECTOR OF PROPERTY - Closure of Property Department Capital Projects

The Committee was in receipt of a report from the Director of Property dated 1994 April 28, respecting the above noted matter and approved the following:

That the City Treasurer be directed to close the following Capital Project account with the excess funding to be transferred to its original source of financing:

Capital Centre Number	Project Description	Authorized Gross Cost	Expended/ Committed To Date	Balance Available	Source(s) of Financing
319341011	125 Barton West - Roof Replacement	\$300,000.00	\$284,282.09	\$15,717.91	Reserve for Capital Projects
<b>TOTAL</b>				<b>\$15,717.91</b>	

E. CITY CLERK

(i) Temporary Extension of Liquor Licence - Cricket's Eatery, 1900 King Street East

The Committee was in receipt of a report from the City Clerk, dated 1994 April 29, respecting the above noted matter and approved the following:

That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of, and has no objection, to the issuance of an extension of liquor licence permit to Cricket's Eatery located at 1900 King Street East on Sunday, 1994 May 22nd, from 7:00-11:00 p.m. for the purpose of holding a "Spring Fling" in conjunction with the Rosedale Business Association.

(ii) Special Occasion Permit - St. Mary's Portuguese Parish Festivals

The Committee was in receipt of a report from the City Clerk, dated 1994 April 29, respecting the above noted matter and approved the following:

That the Council of the Corporation of the City of Hamilton deem the annual festivals of the St. Mary's Portuguese Parish to be held 1994 May 21-22 (St. Holy Spirit Fraternity); 1994 July 2-3 (St. Peter's Holy Fraternity); 1994 August 12-14 (Our Lady of the Angels); 1994 August 19-21 (St. Cecilia Festival) to be community festivals of municipal significance, and as such have no objection to the issuance of a Special Occasion Permit for these Festivals, on the condition that the Permits specify a time limit of 11:00 o'clock p.m.

(iii) Use of City Hall Facilities - Heart and Stroke Foundation's Big Bike Ride for Stroke - 1994 May 20

The Committee was in receipt of a report from the City Clerk, dated 1994 April 28, respecting the above noted matter and approved the following:

- (a) That approval be granted to the Heart and Stroke Foundation of Ontario to use the City Hall forecourt on Friday, 1994 May 20 from 10:00 a.m. to 2:00 p.m. as the start and finish point and registration area for its "Big Bike Ride for Stroke" fundraising event; and,
- (b) That the City Clerk be given the authority to approve of a similar use in future years provided it does not interfere with any other activity.

F. MANAGER OF PURCHASING - Supply and delivery of Fine Paper to various Departments, as and when required during 1994.

The Committee was in receipt of a report from the Manager of Purchasing dated 1994 April 19, respecting the above noted matter and approved the following:

That a purchase order be issued to Graphic Papers, Kitchener, for the supply and delivery of fine paper to various department as and when required during 1994, being the lowest complete of four tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and be financed through various approved accounts.

G. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items.

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1994 April 29, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Minutes of the Joint Meeting of the Roomers and Boarders Task Force - meeting held Thursday, 1994 March 31.

- (b) Information Report - Treasurer - Message on 1994 Levy Tax Bills - dated 1994 April 28th.
- (c) Information Report - Fire Chief - 1993 Hamilton Fire Department Annual Report - dated 1994 April 27th.

### REGULAR AGENDA

#### 3. REFERRAL BACK FROM CITY COUNCIL

##### (a) Sale of Municipal Carparks

The Committee was in receipt of correspondence from the City Clerk dated 1994 April 28, confirming that City Council at its meeting held Tuesday, 1994 April 26, referred back the following three locations listed in Section 8 of the Seventh Report for 1994 of the Finance and Administration Committee:

- (a) 897 Barton Street
- (b) 1368 Barton Street
- (e) Barton and Sherman (between Sherman and Kinrade)

The Committee agreed that they would **table** this matter for one month, in order to allow Alderman Morelli an opportunity to work with the Neighbourhood on this matter.

##### (b) Potential Street Vendor location

The Committee was in receipt of correspondence from the City Clerk dated 1994 April 28, advising that a proposed location for a Street Vendor location, at Ottawa Street North and Dunsmure (at YWCA) south-east corner, has been referred back.

The Committee agreed to **table** this matter to the next meeting, in order to allow staff an opportunity to communicate with the Ottawa Street B.I.A. to request that they provide their comments in letter form to the Finance and Administration Committee regarding their desire to have a Street Vendor location at this spot.

#### 4. REFERRAL FROM REGIONAL COUNCIL - Yellow Striping of City Hall Stairs

The Committee was in receipt of correspondence from the Region, respecting a recommendation from its Health and Social Services Committee, which Regional Council had approved respecting City Hall Striping at City Hall as follows:

- (a) That certain City Hall steps, of realistic destination, be chosen as experimental sites for yellow paint stripes;
- (b) That the Pathways Committee, a Sub-Committee of the Regional Advisory Committee for Persons with Physical Disabilities, assist in determining which steps be painted;
- (c) That the Pathways Sub-Committee assist in evaluating the usefulness of the project once completed;
- (d) That these recommendations be forwarded to the Finance and Administration Committee of the City of Hamilton for their consideration.



The Committee was in receipt of a recommendation on this matter from the Director of Property dated 1994 April 28.

The Committee approved the following:

- (a) That the Property Department, with the co-operation of the Pathway Committee (a Subcommittee of the Regional Committee for Persons with Physical Disabilities), apply yellow striping, on an experimental basis, at the edging of four stairs leading to the north east entrance of the City Hall building; and,
- (b) That the Property Department, with the co-operation of the Pathway Committee assess the success of the experimental project after 1 year. The results of the assessment will be the determining factor in applying yellow striping in other locations of the City Hall grounds and other public buildings; and,
- (c) That the total cost of \$1,000. be expended from the Capital Funds Account 319441017 ( Barrier Free Design Modifications, All City Owned Buildings.); and,
- (d) That upon the success of the experimental project, a cost estimate of the overall project, including annual maintenance budget be presented to the Finance and Administration Committee for approval.

**5. LICENSING COMMITTEE - Special Bingo Events (Monster Bingos)**

The Committee was in receipt of a report from the Acting Secretary of the Licensing Committee dated 1994 April 28, respecting the above noted matter. Some discussion ensued with respect to this and concerns were expressed that the holding of these Bingos should be monitored and at the appropriate time an Information Report should be sent back to both the Licensing Committee and the Finance and Administration Committee on these Bingos with respect to their success and effect on other Bingo events.

The Committee approved the following:

That the holding of Special Bingo Events (Monster Bingos) in the City of Hamilton be approved.

**6. CITY CLERK**

**(a) We Care Kennel Inc.**

The Committee was in receipt of a report from the City Clerk dated 1994 April 19, respecting We Care Kennel Inc.

The Committee approved the following:

That, based on the consensus of the members of the Finance and Administration Committee, Mr. Kenneth Blacquiére of "We Care Kennel Inc.", be thanked for his proposal and interest in Pet Care and Pet Identification, and further that he be formally advised that the Committee is not prepared to pursue this matter further at this time.

**Note:** Alderman Copps opposed.



(b) Designation of the 1994 World Championships of Basketball as having Municipal/National Significance

The Committee was in receipt of a report from the City Clerk dated 1994 April 29, respecting the above noted matter. The Committee approved the following:

That in accordance with Section 26(1)(2) of Ontario Regulation 546/90 of the Liquor Licence Act, 1990, the Council of the Corporation of the City of Hamilton deems the 1994 World Championships of Basketball, being co-hosted by Hamilton, and being held on 1994 August 4-14, to be an event of municipal/national significance, and as such is worthy of consideration of extended hours of operation at all existing licensed establishments to a 2:00 a.m. closing.

**Note:** Alderman Copps opposed.

(c) AMO Conference - 1994 August 21-24, Toronto

The Committee was in receipt of a report from the City Clerk dated 1994 April 28, respecting the above noted matter. The Committee approved the following:

That the Mayor and a maximum of six (6) Aldermen be authorized to attend the 1994 Annual Conference of the Association of Municipalities of Ontario being held 1994 August 21-24 in Toronto, Ontario.

**Note:** Alderman Copps opposed.

7. COMMISSIONER OF HUMAN RESOURCES

(a) Job Sharing Policy

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 April 27, respecting the above noted matter. The Committee approved the following:

- (a) That the following Job Sharing Policy be approved and implemented:

"The City of Hamilton encourages an environment that enables employees to submit requests for job sharing of permanent full time positions".

- (b) That the Commissioner of Human Resources be authorized and directed to establish administrative guidelines to ensure effective implementation of the Job Sharing Policy
- (c) That the Job Sharing Policy be incorporated in the Corporate Policy Manual.

(b) Conflict of Interest Policy

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 April 28, respecting the above noted matter. The Committee approved the following:

That the Corporation of the City of Hamilton confirm its Policy on Conflict of Interest adopted by City Council on 1980 January 29.

8. TREASURER

(a) Revisions to Purchasing Policy/Administrative Procedures

The Committee was in receipt of a report from the Treasurer dated 1994 April 29, respecting the above noted matter. During discussions on this proposed Policy, a number of concerns were raised with the following Information Reports being requested back on issues:

- (a) Alderman Agostino questioned the procedures on Disposing of Surplus Equipment, particularly furniture, within Departments, and whether surplus equipment coming out of redundant positions could be moved around as needed by other Departments to realize cost savings;
- (b) Alderman Charters questioned why the City purchases American bricks instead of Canadian bricks in construction projects; and,
- (c) Alderman Copps thinks the Council should re-think its Signing Authority Policy and also believes that there is a need for a complete City Equipment Inventory List.

With respect to all of these concerns, it was requested that the appropriate staff compile Information Reports back to the Committee on these matters.

The Committee then approved the following:

- (a) That the revisions to the Purchasing Policy, as bolded on the Corporate Purchasing Policy herein attached, be approved; and,
- (b) That the revised Purchasing Policy be included in the Corporate Policy Manual.

(b) Repeal of By-law 84-108 Appointing Acting Treasurer; Appoint Acting Treasurers; Appoint Tax Collectors

The Committee was in receipt of a report from the Treasurer dated 1994 April 28, respecting the above noted matter. The Committee approved the following:

That the City Solicitor be authorized and directed to prepare by-laws to:

- (a) Repeal By-law 84-108 which appointed an Acting Treasurer; and,
- (b) Appoint Mr. Terry Daw and Mr. Nik Adhya as Acting Treasurers in the absence of the Treasurer; and,
- (c) Appoint Mr. Terry Daw and the Treasurer as Tax Collectors for the City.

**ADDED - Report - Treasurer - 1994 Request for Allocation of Subsidy Monies under the Public Transportation and Highway Improvement Act.**

The Committee was in receipt of an added report from the Treasurer dated 1994 May 4, respecting the above noted matter. The Committee approved the following:

- (a) That the Treasurer be authorized to make application to the Minister of Transportation for the City of Hamilton 1994 Normal and Supplementary Requests for Subsidy Monies under the Public Transportation and Highway Improvement Act based on the estimated total and eligible maintenance and construction expenditures (as contained in the 1994 Current and Capital Budgets and forecasted overexpenditures in winter maintenance) as indicated on Schedule "A" attached herewith and marked Appendix "D"; and,
- (b) That the Treasurer be authorized to petition the Minister for subsidy payments as necessary; and,
- (c) That the Treasurer be authorized to monitor expenditures during 1994 and incur only minimal 100% dollars to obtain maximum subsidy dollars in the event that a Supplementary Application is not approved.

**ADDED - Message on the 1994 Levy Tax Bills**

The Committee discussed the Information Report included in the Agenda Packages from the Treasurer dated 1994 April 28, respecting the Message on the 1994 Levy Tax Bills.

It was noted, that the message advises that the 1994 Mill Rate Increase is Zero, when in fact there is a decrease in the rate which will be levied for 1994. Accordingly, it was agreed that the message should be changed to reflect this and further to the Treasurer's information, a message will be included to read that there will be an increase in unmetered sewer and water charges.

**Secretary's Note:** At the end of the meeting the Treasurer confirmed with the members of the Committee, that the Business Tax Bills have already been printed and thus can not be amended to refer to the decrease, but that the Property Tax Bills will reflect the decrease message.

**9. 1994 GREY CUP PARADE**

- (a) **Report - Football Hall of Fame and Museum Management Committee - 1994 Grey Cup Parade Float - Vancouver, B.C.**

The Committee was in receipt of a report from the Secretary of the Football Hall of Fame and Museum Management Committee dated 1994 April 14, respecting the above noted matter. Considerable discussion ensued with respect to whether the City should refurbish a float for submission in the 1994 Grey Cup Parade. The Committee approved the following:

That the report from the Secretary of the Football Hall of Fame and Museum Management Committee dated 1994 April 14, respecting the 1994 Grey Cup Parade Float in Vancouver, B.C., **be tabled and referred back** to the Football Hall of Fame and Museum Management Committee to encourage them to fundraise and/or seek Corporate Sponsorship to enter a City of Hamilton in the 1994 Grey Cup Parade.



(b) Information Report - Participation of the Hamilton Firefighters Drum Corp at the 1994 Grey Cup Parade in Vancouver, B.C.

An Information Report, as noted above, from the Treasurer dated 1994 May 2, was included in the Agenda Package, however, no discussion ensued with respect to this matter.

10. DIRECTOR OF PROPERTY AND FIRE CHIEF

(a) Supply, Delivery and Installation of Furniture, Fire Station 4, Macassa Park

The Committee was in receipt of a joint report from the Director of Property and the Fire Chief dated 1994 May 2, respecting the above noted matter.

A considerable amount of discussion ensued with respect to the recommendation to select the eighth lowest tender bid, rather than the first lowest tender. J. Duda, Interior Designer, Prizma Design Studio, spoke. It was indicated that Ms. Duda had been hired under contract by the Architect's Division to determine the most appropriate furniture for the new Fire Station.

The Committee had been forwarded a submission from Cheryl Wignall, OE Furniture, and Janet Burns, Steelcase Canada Ltd., respecting the tender recommendation. In this regard, Ms. Wignall of OE Furniture was requested to provide her comments on the recommendation presented to the Committee.

Following discussion, the Committee approved the following:

That a purchase order be issued to R.C. Dawson, Hamilton, in the amount of \$77,587.69, including all applicable taxes for the supply, delivery and installation of furniture at Fire Station 4, Macassa Park, being the only acceptable of eleven tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's Tender. Funds available in Fire Station 4, Macassa Park Account No. CF 5200 489241009.

Note: Alderman Copps opposed.

(b) Repairs Required - Central Fire Station

The Committee was in receipt of a joint report from the Fire Chief and Director of Property dated 1994 April 27, respecting the above noted matter. The Committee approved the following:

- (a) That authorization be given to the Fire Chief and Director of Property to proceed with immediate repairs at the Central Fire Station, John Street North, including the replacement of underground storage tanks and faulty fuel supply lines, removal of contaminated soil in accordance with provincial regulations and repairs to portions of the concrete courtyard area at the rear of the building, which is used for parking and manoeuvring of trucks and has been damaged and undermined due to the seepage of ground water; and,



- (b) That the cost of this work which is estimated to be \$60,000., plus the cost to cure the soil contamination problem and damaged concrete, the extent of which is unknown until excavation takes place, be allocated out of the 1994 Capital Contingency and be financed from the Reserve for Capital Projects Account Centre No. CH 00203.

2. ALDERMAN D. DRURY - Junk Mail

The Committee was in receipt of correspondence from Alderman Drury dated 1994 April 8, respecting the issue of Junk Mail. Attached to this correspondence were the comments of Ron A. Sabo, Solicitor in the Law Department, dated 1994 March 31, as well as correspondence written by Alderman Drury to members of the Finance and Administration Committee dated 1994 March 18, respecting the subject of Junk Mail.

Alderman Drury spoke to this and expressed concerns that Junk Mail is now being delivered by Canada Post as mail, and expressed frustrations at the results that this is causing.

The Committee agreed to invite representatives from Canada Post to attend a future meeting of the Finance and Administration Committee to speak with respect to this situation.

11. PRIVATE AND CONFIDENTIAL AGENDA

The Committee was in receipt of its Private and Confidential Agenda containing two settlement reports. The Committee approved the following:

AA. CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS DEPARTMENT

(i) City of Hamilton -ats- Margaret Halliday and Daniel Halliday - Ontario Court (General Division) Action No: 1858/93.

- (a) That the City resolve Ontario Court (General Division) Action No. 1858/93 by the payment to the Plaintiffs, Margaret and Daniel Halliday, of the sum of \$2,000., inclusive of all claims for damages, interest and costs; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action No. 1858/93 be dismissed without costs.

(ii) City of Hamilton -ats- Harry Edward Rous - Ontario Court (General Division) Action No. 33861/92.

- (a) That the City of Hamilton resolve Ontario Court (General Division) Action No. 33861/92 by the payment to the Plaintiffs, Harry, Karen, Lindsay, Caroline, Colin, and Adrain Rous of the sum of \$3,952.50 inclusive of all damages, interest and costs; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action 33861/92 be dismissed without costs.


The Committee then moved into an In-Camera Session to discuss matters of a Private and Confidential nature.

13. ADJOURNMENT

The Committee then moved back into Regular Session and there being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. ROSS, CHAIRPERSON  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1994 May 5



B.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 19

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Conveyance of City lands to  
Hamilton Hydro-Electric Commission  
284 Sherman Avenue North

**RECOMMENDATION:**

- a) That the conveyance by the City for \$1 of the Hydro property known as 284 Sherman Avenue North , being composed of part of Lot 8, Concession 1, in the former Township of Barton to the Hamilton Hydro-Electric Commission, be approved and completed and the funds derived from the conveyance be credited to Account No. CH 4X999 00102 (Reserve for Property Purchases - Other Revenue).
- b) That the City Solicitor be authorized to prepare the necessary documents.
- c) That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

  
D. W. Vyce

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See above recommendation.



19 May 1994

Finance and Administration Committee

Page 2

**BACKGROUND:**

Since 1955, whenever the Hamilton Hydro-Electric Commission of the City of Hamilton has purchased lands it has taken title in its own name. However, between the years 1910 and 1955, when the Commission purchased lands, title was taken in the name of the City.

In response to a request by the Commission, City Council, on 1974 October 29, adopted Item 9 of the Fortieth Report of the Board of Control approving the conveying of 23 parcels of land at 16 locations throughout the City to the Hamilton Hydro-Electric Commission of the City of Hamilton.

Subsequently, these lands were conveyed to the Commission and registered on 1975 July 11 under Instrument No. 381382 A.B. However, a recent title search brought about by Hamilton Hydro's acceptance of an Offer to Purchase the lands at 284 Sherman Avenue North identified that the property which was to be included in the original conveyance was inadvertently omitted.

In order for Hydro to complete this transaction they have respectfully requested that the City convey the subject lands as was the intent of the 1974 Council resolution.

KN/nw  
Attach.

c.c. P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

C. Bandurka, Property Clerk, Surveys, Roads Department



Subject  
Property

<table border="1"> <tr> <td>81</td> <td>80</td> </tr> <tr> <td>70</td> <td>71 72</td> </tr> <tr> <td>48</td> <td>128 35</td> </tr> </table>	81	80	70	71 72	48	128 35	<p>CITY OF HAMILTON</p> <p><b>INDUSTRIAL SECTOR 'C'</b></p> <p><b>ZONING</b></p>
81	80						
70	71 72						
48	128 35						
<p>This is not a Legal Document For Zoning Verification Purposes Contact City Building Department</p>	<p>0 50m 100m</p> <p>SCALE</p>						
<p>Neighbourhood Boundary</p> <p>Zoning Boundary</p>	<p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton Wentworth</p> <p>PLANNING UNIT NO. 6203 5211</p> <p>JUNE 1988</p> <p>PAGE 7</p>						



C.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Appointments To and Terminations From Permanent  
Positions with the Corporation of the City of Hamilton  
(C-012-094)

**RECOMMENDATION:**

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to May 18, 1994 be approved.



John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

Attached.



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Declan Arneaud	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Ron Baylis	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,764.40	April 18/94
Mr. Patrick Brooks	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Paul Buffett	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. R. Allan - retired Oct. 30/93	\$34,234.08	April 18/94
Mr. Michael Cawte	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Gordon Collier	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. G. Dolman - retired, Oct. 26/93	\$34,234.08	April 18/94

Prepared May 18/94

Status

Internal - I  
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Larry Cosentino	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Mark Crease	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Martin Crowder	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Robert Daiber	I	Probationary Firefighter (N1B)	Fire	Returned to former Position	\$34,324.08	April 18/94
Mr. Gary Duckworth	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Geoff Duguay	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94

Prepared May 18/94

Status
Internal - I
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Steven Farruggia	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Morris Felicetti	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Dalton Filman	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. John Flaherty	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. John Flynn	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Patrick Fournier	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94

Prepared May 18/94

Status

Internal - I  
External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Thomas Gillies	I	Probationary Firefighter (NIB)	Fire	Replacing Mr. R. Bowman - retired Oct. 26/93	\$34,234.08	April 18/94
Ms. Christine Goodenough	I	Customer Service Rep./ Plan Examiner (21-D)	Building	Additional Staff Council Approved February 11, 1994	\$37,883.56 to \$43,825.60	April 25/94
Mr. Roland Gosselin	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Glen Green	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Randy Gregus	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94

Prepared May 18/94

Status	
Internal	- I
External	- E



# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. John Haight	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Ms. Susan Hayward	I	Zoning Examiner/ Code Correlator (20-B)	Building	Replacing Mr. E. Beggs - retired Sept. 30/94	\$37,923.00 to \$44,285.80	May 02/94
Mr. David Hitzroth	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 02/94
Mr. Steven Hoar	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Kevin Koch	I	Rink Attendant I (D-16)	Culture & Recreation	Replacing Mr. E. Blainey - retired, Dec. 31/93	\$36,780.64	April 25/94

Prepared May 18/94

Status

Internal - I

External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Philip Lepore	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Gregg McKerracher	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. David Mercer	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. A. Roberts - retired, Oct. 28/93	\$34,234.08	April 18/94
Mr. Brad Merritt	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Glenn Moore	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. R. Mueller - retired, Oct. 30/93	\$34,234.08	April 18/94

Prepared May 18/94

Status

Internal - I

External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. William Morden	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Michael Newell	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. David O'Reilly	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Robert Parsik	I	Yard Attendant (D-8)	Public Works	Replacing Mr. J. Maracle - retired, March 31/94	\$33,862.40	April 30/94
Mr. Domenic Pellegrino	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94

Prepared May 18/94

Status	
Internal	- I
External	- E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Tim Rhora	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Keith Ridgewell	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Allan Rothead	I	Street Sweeper/ Flusher Operator (D-14)	Public Works	Replacing Mr. B. Merritt - 2-Man Crew, April 18/94	\$36,052.64	May 01/94
Mr. Larry Rouse	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. James Southon	E	Probationary Firefighter (N1B)	Fire	Replacing Mr. S. Botten - retired, Dec. 01/93	\$34,234.08	April 18/94

Prepared May 18/94

Status	
Internal	- I
External	- E



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Howard St. Anne	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Michael Strifler	I	Rink Attendant I (D-16)	Culture & Recreation	Replacing Mr. M. Josic - retired, Dec. 31/93	\$36,780.64	April 24/94
Mr. Robert Taylor	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.04	April 18/94
Mr. Kevin Theoret	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Ms. Sherry Viau	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94

Prepared May 18/94

Status
Internal - I
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. David Wansbrough	E	Probationary Firefighter (NIB)	Fire	Replacing Mr. J. Levely - retired, Oct. 31/93	\$34,234.08	April 18/94
Mr. Joseph Weber	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Michael Webster	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Barry Wenckstern	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. John Wotta	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 02/94

Prepared May 18/94

Status
Internal - I
External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Ming Yong	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94
Mr. Joe Zizel	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	April 18/94

Prepared May 18/94

Status	
Internal	- I
External	- E

# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Arlene Holman	Purchaser/Receiver	H.E.C.F.I.	Retired	12 years, 13 months	April 29/94
Mr. Santi Lolli	Concrete Finisher	Public Works	Retired (Early)	15 years, 11 months	April 29/94
Mr. Ted Szrajber	Maintenance Foreman/Wom	Public Works	Retired (Early)	30 years	April 29/94
Mr. Russ Webb	Sports Groundskeeper 1	Public Works	Retired (Early)	19 years, 10 months	April 29/94

Prepared May 18/94

### Glossary of Terms

Terminated - long term disability  
 - discharge  
 - downsizing  
 - redundant

Resigned - personal betterment  
 - personal reasons





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D.

**DATE:** 1994 May 5

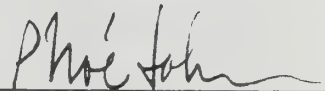
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** Debenture By-law - Capital Projects - 1994

**RECOMMENDATION:**

That the attached By-law be enacted by City Council.



---

P. Noé Johnson

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

On March 29, 1994, City Council in adopting Item 1 of the 4th Report of the Committee of the Whole authorized the Capital Budget for 1994 and further authorized the City Solicitor to prepare this By-law to formally approve the projects.

LEF:as

The Corporation of the City of Hamilton

BY-LAW NO. 94-

To Authorize

**1994 DEBENTURE PROJECTS AND AMOUNTS**

**WHEREAS** Ontario Regulation 710/92 enacted under the authority of the Municipal Act, R.S.O. 1990, Chapter M.45, establishes a limit for a municipality's debt obligations which do not require the approval of the Ontario Municipal Board;

**AND WHEREAS** the Council of The Corporation of the City of Hamilton in adopting Item 1 of the Fourth Report of the Committee of the Whole on March 29, 1994 authorized the projects appearing in Schedule "A" to this By-law;

**AND WHEREAS** the financial commitments, liabilities and debt charges of the projects listed in Schedule "A" and The Corporation of the City of Hamilton's other debts and debt charges will not exceed the City's debt limit as specified by the Municipal Act and Regulation 710/92;

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. The projects listed in Schedule "A" attach to and form part of this By-law and are hereby approved.
2. The City Treasurer is authorized to arrange the issuance of the necessary debentures to a maximum of \$15,116,000.00 for a term not to exceed twenty years by The Regional Municipality of Hamilton-Wentworth and chargeable to the City.
3. The proper officials of The Corporation of the City of Hamilton are hereby authorized and directed to do all such things necessary to give effect to this By-law.

**PASSED** this                      day of                      , 1994.

City Clerk

Mayor

SCHEDULE "A" TO BY-LAW 94

<u>Project</u>	<u>Gross Cost</u>	<u>Receipts &amp; Subsidies</u>	<u>Debenture Amount</u>	<u>Term of Debenture</u>
1) Major Maintenance to Civic Buildings	\$ 400,000	\$ --	\$ 400,000	20 years
2) Farmer's Market - Replacement of Roof	134,000	--	134,000	20 years
3) Scott Park Arena Replacement of Roof	150,000	--	150,000	20 years
4) Westmount & Mountain Arena - Boiler Replacement	154,000	--	154,000	20 years
5) Copps Coliseum - Steam to Hot Water Conversion	205,000	--	205,000	20 years
6) Mountain Composite - Roof Replacement	65,000	--	65,000	20 years
7) MacNab Recreation Centre - Building Envelope Repairs	250,000	--	250,000	20 years
8) Barrier Free Design Access - Recreation Buildings	394,000	--	394,000	20 years
9) Rehabilitation of the Parkdale Avenue South Bridge	397,000	99,000	298,000	20 years
10) Roadways & Sidewalks Reconstruction Program - Local Roads	7,015,000	1,754,000	5,261,000	20 years
11) Queen Street Steps - Construction	540,000	--	540,000	20 years
12) Riverdale Recreation Centre - Design Etc.	500,000	--	500,000	20 years
13) Dundurn Castle Restoration S. & W. Facades - Dovecote & Stables	2,726,000	1,000,000	1,726,000	20 years
14) Parkdale Arena	1,739,000	--	1,739,000	20 years
15) Inch Park Arena	1,739,000	--	1,739,000	20 years
16) Change Area/Basket Room Conversion to Locker Room	550,000	--	550,000	20 years
17) Chedoke Mountain Steps	378,000	--	378,000	20 years
18) Lighting Safety Improvements	233,000	--	233,000	20 years
19) Crown Point East/McAnulty - Phase I	<u>532,000</u>	<u>132,000</u>	<u>400,000</u>	<u>20 years</u>
<b>TOTALS</b>	<u>\$18,101,000</u>	<u>\$2,985,000</u>	<u>\$15,116,000</u>	





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

E. (i)

**DATE:** 1994 May 4

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Hall Forecourt - Royal Bank Rides for  
Easter Seals

**RECOMMENDATION:**

- a) That approval be granted to the Royal Bank of Canada to use the City Hall forecourt on Tuesday, 1994 June 28 from 9:00 a.m. to 2:30 p.m. for a registration area and barbecue in conjunction with the Ride for Easter Seals fundraising event; and,
- b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a



**BACKGROUND:**

The Royal Bank of Canada will be holding Rides on a thirty-four seat bicycle in the downtown Hamilton area on Tuesday, 1994 June 28 to raise money for Easter Seals. The Ride route will start at the corner of King and Bay Streets, proceed south on Bay Street, east on Main Street, north on John Street and west on King Street to Bay Street.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

E.  
(ii)

**DATE:** 1994 May 9

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

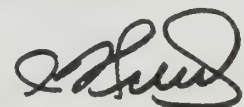
**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Canadian Polish Congress

**RECOMMENDATION:**

- a) That approval be given to the action taken by the City Clerk in authorizing the Canadian Polish Congress to use the west end of City Hall's second floor foyer from Tuesday, 1994 May 24 to Friday, 1994 May 27 to set up a display to celebrate the 50th Anniversary of the Battle of Monte Cassino, Falaise and the Warsaw Uprising; and,
- b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a



**BACKGROUND:**

The Canadian Polish Congress will be celebrating the 50th Anniversary of the Battle of Monte Cassino, Falaise and the Warsaw Uprising in 1994 May. A wreath laying ceremony will take place at the Cenotaph in Gore Park on 1994 May 15 and the Congress has requested permission to set up a display at City Hall the week of 1994 May 24-27.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division





E.  
(iii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 12

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Hall Facilities - Tele-Touch Display - 1994  
July 4-29

**RECOMMENDATION:**

- a) That approval be given to Tele-Touch, a United Way Agency, to set up a display highlighting the Tele-Touch services on the first floor of Hamilton City Hall from Monday, 1994 July 4 to Friday, 1994 July 29; and,
- b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a



**BACKGROUND:**

Tele-Touch, founded in 1971, is a non-profit agency for seniors funded by the United Way.

The Organization strives to assist individuals in the Hamilton-Wentworth and Halton Regions to live independently at home by providing a caring volunteer telephone line. The display will provide the community with information on how to volunteer for Tele-Touch and how to access the existing service.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division



E.  
(iv)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 16

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. S. G. Hollowell  
Acting City Clerk

**SUBJECT:** Use of City Facilities - Mayor's Race Relations  
Committee - Rob Gentles Action Committee Press  
Conference on 1994 May 19

**RECOMMENDATION:**

That approval be given to the action taken by the City Clerk in authorizing the use of Room 219 from 12:00 noon to 1:00 p.m. on Thursday, 1994 May 19 by the Mayor's Race Relations Committee for the purposes of holding a press conference requesting a public enquiry into the circumstances of Rob Gentles' death at the Kingston Penitentiary.

*S. G. Hollowell*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

The Rob Gentles Action Committee, consisting of members of the Mayor's Race Relations Committee, will be embarking on a campaign to see that a full public enquiry into the death of Rob Gentles while serving in the Kingston Penitentiary is held.

cc Mayor's Office  
Information Desk  
Rob Swan, Manager, Building Operations and Maintenance Division





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

E.  
(v)

**DATE:** 1994 May 16

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. S. G. Hollowell  
Acting City Clerk

**SUBJECT:** Appointment of Member - Keep Hamilton Clean  
Committee

**RECOMMENDATION:**

That Robert Brooks be appointed to the Keep Hamilton Clean Committee for a term to expire 1996 November 30.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

The Finance and Administration Committee at its meeting held 1994 April 21 directed the City Clerk to advertise in the local newspaper for the existing three vacancies on the Keep Hamilton Clean Committee.

An advertisement was placed in the Hamilton Spectator on 1994 May 3; however, only one application was received. Attached is a copy of the application received from Robert Brooks.

attached

cc Don Heintz, Acting Secretary, Keep Hamilton Clean Committee

MAY 13 1994

APPLICATION FORM

CITY CLERKS

1. Application for appointment to: Keep Hamilton Clean Committee  
(please specify Committee/Board/Commission of interest - maximum of two)
2. Name: Robert C. A. Bagnano
3. Home Address: 65 Howe Ave. Hamilton, Ont. L9A 1X2
4. Telephone Number (s): Home: (405) 388-2492  
Work: \_\_\_\_\_
5. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.  
I am interested in serving on this committee to work towards a cleaner environment. My interest in the environment is demonstrated through my education and career goals. I am currently working towards a second degree in geography with an emphasis in environmental concerns. I have already completed a degree in computer engineering where I developed a keen interest in the role of technology in society. Both of my degrees will be combined to prepare me for a ~~career~~ career in Environmental Engineering or Consulting with a broader goal of working with community development projects in the developing world.
6. How did you learn about this position?
  - i. \_\_\_\_\_ Newspaper (please specify)  
\_\_\_\_\_
  - ii. \_\_\_\_\_ Community Organization
  - iii. \_\_\_\_\_ Brochure
  - iv. \_\_\_\_\_ Radio/Television  
(please specify which program)
  - v. \_\_\_\_\_ Word of Mouth
  - vi. \_\_\_\_\_ Other (please specify)

Current committee member.  
Raffaella Bagnano

7. Additional Information:

Some projects I have worked with include: electromagnetic  
sorting of recyclable materials, environmental impacts of a  
perimeter road around Hamilton and a model recycling  
program for a community in British Columbia's Okanagan  
Valley.

I have enclosed a resume including my work experience, and  
a partial list of my volunteer and committee experiences.

Robert Bouché

Signature

May 12<sup>th</sup> 1994

Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:**

City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4



## ROBERT BROOKS

65 Howe Avenue  
Hamilton, Ontario  
L9A 1X2  
(905) 388-2492

### Work Experience

#### *Volunteer Coordinator*

1993-1994

Student Walk Home Attendant Team, McMaster Student's Union

- Recruit, train, schedule and supervise over 400 volunteers.
- Organize promotion and education campaigns.
- Increased number of volunteers by 40%, volunteer commitment by 300%, use of program by 30%.
- Expanded volunteer training objectives.
- Reorganized operating policy and executive structure.
- Increase volunteer participation through team building and merit awards.

#### *General Labourer*

1988-1989

The Tiffany International Corporation

- Nominated for the monthly MacGyver Award for my resourcefulness.

#### *General Labourer*

summer 1988

Wentworth County Board of Education

- Completed the job assignment two weeks ahead of schedule.

#### *Computer Assistant*

Co-op 1988

Wentworth County Board of Education

- Taught students basic computer skills and introduced word processing to advanced students.

### Education

#### *Bachelor of Arts (Geography)*

expected June 1996

McMaster University

Will complete requirements for a degree taking an emphasis in environmental issues through related topics in Engineering, Geography, and Geology.

#### *Bachelor of Engineering (Computer)*

June 1994

McMaster University

Completed requirements for Computer Engineering while taking classes in Biomedical Engineering theory and applications, and Ethics.

#### *Ontario Secondary School Honours Diploma*

June 1988

Winona High School

Maintained Honours standing and graduated at the top of my class. Studied a variety of courses including Math, Science, Accounting, Geography, and Wood Shop.

## Professional Activities

<i>Vice-President</i>	IEEE Student Branch, Computer Chapter	1992-1993
<i>Class Ombudsperson</i>	EE4QA3, Technical Writing	1992-1993
<i>Typesetter</i>	Electrical and Computer Engineering Society "Connexions" newsletter	1991-1993
<i>Judge</i>	Wentworth County Science Cavalcade	1988

## Other Activities

<i>Boys and Girls</i>	Hess Street School	1993-1994
<i>Club Volunteer</i>	Supervise small groups of students working with computers. Taught introductory lessons with educational software. Assisted as a monitor for Activity Day, 1993.	
<i>Soccer Coach</i>	Skills Through Activity and Recreation (STAR) summer 1993 Trained and supervised a co-ed team of youths, bringing them from last place to league champions.	
<i>Tour guide</i>	Hamilton's Aquafest Rode on the back of a double-decker bus informing passengers of attractions they could visit. Ensure their safety while getting on and off or riding the bus.	1993
<i>Personal Safety</i>	McMaster University	1992-1993
<i>Committee member</i>	Facilitate focus groups to examine campus safety issues. The issues included awareness and usefulness of existing safety services and devices, as well as propose changes or additional safety measures. Responsible for collating data from focus groups.	
<i>SWHAT Volunteer</i>	Student Walk Home Attendant Team Outstanding Volunteer for the year, Off Campus Representative	1992-1993
<i>Volunteer for the disabled</i>	McMaster University Assist disabled students with their studies.	1992-1993
<i>Consultant</i>	Lend assistance for computer hardware and software problems, and trouble-shooting. Nine years informal experience.	

## Leisure Activities

<i>Cycling</i>	Minimum one half hour per day during school. Long distance touring during summer.	
<i>Squash</i>	Non-competitive friendly play.	
<i>Reading</i>	Fiction: science fiction, fantasy, suspense. Non Fiction: negotiation techniques, interpersonal communication skills, foreign affairs.	
<i>Gaming</i>	Computer and board game strategy and simulation games.	
<i>Travel</i>	(Primary travel interest: historical sites, cultural differences.) Canada Southern Ontario, Cape Breton Island. United States Mid-west states, Gettysburg, Washington D.C. Italy Rome, Pompeii, Naples, Villa D'Este.	



F.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 19

**REPORT TO:** Alderman D. Ross, Chairperson & Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Robert B. Middaugh, Chief of Police - Women's Safety Audit Project - dated 1994 May 16th
- (b) Information Report - Commissioner of Human Resources - Discontinuing Acceptance of Unsolicited Applications for Employment - dated 1994 May 18
- (c) Correspondence - Regional Clerk's Office - confirmation of Regional Council's approval of a recommendation pertaining to the Operational Review of the Information Systems Department - dated 1994 May 5
- (d) Information Report - City Clerk - Special Occasion Permit letters - dated 1994 May 17
- (e) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Performance Excellence Programme - Implementation Status Report - dated 1994 May 12
- (f) Correspondence - Ministry of Transportation - Municipal Roads Office - Advance payments of subsidy for 1994 road improvements - dated 1994 May 5
- (g) Information Report - Building Commissioner - Requirements for Sprinklers - dated 1994 May 10
- (h) Minutes of the Joint Meeting of the Roomers and Boarders Task Force meeting held Wednesday, 1994 April 27th





Page Two

- (i) Minutes of the Hamilton Status of Women Sub-Committee meeting held 1994 April 7th
- (j) Information Report - City Clerk - City Council resolution on the amendment to the Highway Traffic Act to prohibit tow truck solicitation at scenes of accidents - dated 1994 May 16
- (k) Minutes of the French Sub-Committee meetings held 1993 December 3 and 1994 February 18
- (l) Transactions Recap - Real Estate Division of the Property Department Services to the Region for the First Quarter of 1994 - dated 1994 April 27
- (m) Information Report - Treasurer - Revised tax appeals procedures - dated 1994 May 19

*Suzanne K. Reader*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND;**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure following for these matters is recorded.





**NOTICE OF MEETING**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, 1994 June 23rd**

**9:30 o'clock a.m.  
Room 233, City Hall**

  
**Susan K. Reeder  
Secretary**

**AGENDA**

- 1. PRIVATE AND CONFIDENTIAL AGENDA**
- 2. CONSENT AGENDA**
- 3. REFERRAL FROM REGIONAL COUNCIL**

Joint Report of the City of Hamilton and Regional Municipality of Hamilton-Wentworth Roomers and Boarders Task Force

**4. MAYOR ROBERT M. MORROW**

- (a) Hospitality for Organization of Canadian Symphony Musicians Benefit Concert for Ronald McDonald House at Hamilton Place.
- (b) The Order of Sons of Italy of Ontario - 75th Anniversary Publication
- (c) Firefighters band participating in the Grey Cup Parade 1994

**5. CHIEF ADMINISTRATIVE OFFICER**

- (a) USARCO - State of Emergency 1993 September 23
- (b) Volunteer Centre - Fourth Annual Indoor Golf Tournament





Page 2

Finance and Administration Committee

1994 June 23rd

6. **DIRECTOR OF PROPERTY AND HAMILTON PARKING AUTHORITY**

Option to Purchase Lands - Investonics Limited (Pursuant to Power of Sale Provisions contained in a mortgage) - 100 Locke Street South - Lands required by the Hamilton Parking Authority

7. **DIRECTOR OF PROPERTY**

(a) Garden Project - North Hamilton Community Health Centre - 240 Burlington Street East

(b) Transfer of Electrical staff from the Property Department to H.E.C.F.I.

8. **CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS**

Request for Quotes for Claims Adjusters - General Liability and Property Damage Claims.

9. **CITY SOLICITOR AND FIRE CHIEF**

Fire Marshals Act and Ontario Fire Code - Prosecution and Fines

10. **CITY CLERK**

Advance Deposits of Taxicab Fares

(a) City Solicitor - By-law to amend By-law No. 93-069 respecting advance payment of taxi fares.

11. **BUILDING COMMISSIONER**

Regional Development Charges Study



Page 3

Finance and Administration Committee  
1994 June 23rd

**12. TREASURER**

- (a) Proposed Extension Agreements on Properties registered for Realty Tax Arrears.
- (b) Treasury Department - Reorganization
- (c) Provincial Charge for Supplementary Assessments

**13. OTHER BUSINESS**

**14. ADJOURNMENT**





2.

**FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, 1994 JUNE 23RD**

**CONSENT AGENDA**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

- (i) Minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 May 26th
- (ii) Minutes of the special meeting held Tuesday, 1994 May 31st

**B. ACTING MANAGER OF PURCHASING**

- (i) Extension of Purchase Orders for the Supply and Delivery of Gasoline and Diesel Fuel, Various Locations
- (ii) Supply and delivery of Workers' Uniform Clothing

**C. FIRE CHIEF**

Purchase of Fatigue Uniforms, Hamilton Fire Department

**D. COMMISSIONER OF HUMAN RESOURCES**

- (i) Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton
- (ii) Contract amendment - United Brotherhood of Carpenters and Joiners of America, Local 18.

**E. CITY CLERK**

- (i) Use of City Hall Facilities - United Way Barbecue
- (ii) Use of City Hall Facilities - Canadian Football Hall of Fame and Museum
- (iii) Use of City Hall Facilities - Forecourt - Fund Raising Trip - Shriners Hospitals for Crippled Children.



Page Two

Consent Agenda - Finance and Administration Committee  
1994 June 23rd

- (iv) Use of City Facilities - Forecourt - Hamilton Habitat for Humanity
- (v) Use of City Hall Forecourt - Canusa Games Torch Send Off - 1994 August 4th

**F. SELECTION COMMITTEE**

Appointments - Hamilton Status of Women Sub-Committee

**G. FRENCH SUB-COMMITTEE**

Provision of French Services at Hamilton Conferences and Conventions

**H. TREASURER**

- (i) Status of Development Charge Funds
- (ii) Financing - Proposed Construction of a Finished Roadway, Concrete Curbs and Sidewalks on both sides of Ferguson Avenue between Cannon and Barton Streets
- (iii) Financing - Proposed Construction of an Independent Concret Sidewalk on the west side of Upper James Street from Rymal Road to Christopher Drive
- (iv) Financing - City's Share of Services related to Subdivisions

**I. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items.





Thursday, 1994 May 26  
9:30 o'clock a.m.  
Room 233, City Hall

The Finance and Administration Committee met.

**There were present:**

Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman T. Cooke  
Alderman T. Anderson  
Alderman G. Copps  
Alderman D. Agostino

A. (i)

**Regrets:**

Alderman V. Agro - Personal Business  
Alderman D. Drury - Other Business

**Also present:**

Alderman H. Merling  
J. Pavelka, Chief Administrative Officer  
S. Hollowell, Acting City Clerk  
N. Adhya, Treasury Department  
A. Ross, Treasurer  
S. Chandrashekar, Treasury Department  
Deputy Fire Chief Smith  
B. Guise, Hamilton Public Library  
J. Johnston, Commissioner of Human Resources  
P. Noé Johnson, City Solicitor  
D. Vyce, Director of Property  
M. Watson, Real Estate Division, Property Department  
J. Hindson, Director of Information Systems  
Susan K. Reeder, Secretary

**A G E N D A**

**1. CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda and approved the following:

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 May 5th, and approved these minutes as circulated.

**B. DIRECTOR OF PROPERTY - Conveyance of City lands to Hamilton Hydro-Electric Commission - 284 Sherman Avenue North**

The Committee was in receipt of a report from the Director of Property dated 1994 May 19, respecting the above noted matter and approved the following:

- (a) That the conveyance by the City for \$1. of the Hydro property known as 284 Sherman Avenue North, being composed of Part of Lot 8, Concession 1, in the former Township of Barton to the Hamilton Hydro-Electric Commission, be approved and completed and the funds derived from the conveyance be credited to Account No. CH 4X999 00102 (Reserve for Property Purchases - Other Revenue); and,
- (b) That the City Solicitor be authorized to prepare the necessary documents; and,
- (c) That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

C. COMMISSIONER OF HUMAN RESOURCES - Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1994 May 18

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 May 18, respecting the above noted matter and approved the following:

That the listing of Appointments To and Terminations From Permanent Positions with the Corporation of the City of Hamilton to 1994 May 18, be approved.

D. CITY SOLICITOR - Debenture By-law - Capital Projects - 1994

The Committee was in receipt of a report from the City Solicitor dated 1994 May 5, respecting the above noted matter and approved that the above-noted By-law be forwarded to City Council for enactment.

E. CITY CLERK

(i) Use of City Hall Forecourt - Royal Bank Rides for Easter Seals

The Committee was in receipt of a report from the City Clerk dated 1994 May 4, respecting the above noted matter and approved the following:

- (a) That approval be granted to the Royal Bank of Canada to use the City Hall forecourt on Tuesday, 1994 June 28 from 9:00 a.m. to 2:30 p.m. for a registration area and barbecue in conjunction with the Ride for Easter Seals fundraising event; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

(ii) Use of City Facilities - Canadian Polish Congress

The Committee was in receipt of a report from the City Clerk dated 1994 May 9, respecting the above noted matter and approved the following:

- (a) That approval be given to the action taken by the City Clerk in authorizing the Canadian Polish Congress to use the west end of City Hall's second floor foyer from Tuesday, 1994 May 24 to Friday, 1994 May 27 to set up a display to celebrate the 50th Anniversary of the Battle of Monte Cassino, Falaise and the Warsaw Uprising; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

(iii) Use of City Hall Facilities - Tele-Touch Display - 1994 July 4 - 29

The Committee was in receipt of a report from the City Clerk dated 1994 May 12, respecting the above noted matter and approved the following:

- (a) That approval be given to Tele-Touch, a United Way Agency, to set up a display highlighting the Tele-Touch services on the first floor of Hamilton City Hall from Monday, 1994 July 4 to Friday, 1994 July 29; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

(iv) Use of City Facilities - Mayor's Race Relations Committee - Rob Gentles Action Committee Press Conference on 1994 May 19

The Committee was in receipt of a report from the Acting City Clerk dated 1994 May 16, respecting the above noted matter and approved the following:

That approval be given to the action taken by the City Clerk in authorizing the use of Room 219 from 12:00 noon to 1:00 p.m. on Thursday, 1994 May 19 by the Mayor's Race Relations Committee for the purpose of holding a press conference requesting a public inquiry into the circumstances of Rob Gentles' death at the Kingston Penitentiary.

(v) Appointment of Member - Keep Hamilton Clean Committee

The Committee was in receipt of a report from the Acting City Clerk dated 1994 May 16, respecting the above noted matter and approved the following:

That Robert Brooks be appointed to the Keep Hamilton Clean Committee for a term to expire 1996 November 30.

F. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items.

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1994 May 19, respecting information items and approved the following recommendation:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Robert B. Middaugh, Chief of Police - Women's Safety Audit Project - dated 1994 May 16th
- (b) Information Report - Commissioner of Human Resources - Discontinuing Acceptance of Unsolicited Applications for Employment - dated 1994 May 18
- (c) Correspondence - Regional Clerk's Office - confirmation of Regional Council's approval of a recommendation pertaining to the Operational Review of the Information Systems Department - dated 1994 May 5
- (d) Information Report - City Clerk - Special Occasion Permit letters - dated 1994 May 17
- (e) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Performance Excellence Programme - Implementation Status Report - dated 1994 May 12
- (f) Correspondence - Ministry of Transportation - Municipal Roads Office - Advance payments of subsidy for 1994 road improvements - dated 1994 May 5
- (g) Information Report - Building Commissioner - Requirements for Sprinklers - dated 1994 May 10
- (h) Minutes of the Joint Meeting of the Roomers and Boarders Task Force meeting held Wednesday, 1994 April 27th
- (i) Minutes of the Hamilton Status of Women Sub-Committee meeting held 1994 April 7th



- (j) Information Report - City Clerk - City Council resolution on the amendment to the Highway Traffic Act to prohibit tow truck solicitation at scenes of accidents - dated 1994 May 16
- (k) Minutes of the French Sub-Committee meetings held 1993 December 3 and 1994 February 18
- (l) Transactions Recap - Real Estate Division of the Property Department Services to the Region for the First Quarter of 1994 - dated 1994 April 27
- (m) Information Report - Treasurer - Revised tax appeals procedures - dated 1994 May 19

## 2. TREASURER

### (a) 1993 Financial Report

The Committee was in receipt of a report from the Treasurer dated 1994 May 17, respecting the above noted matter.

The City's External Auditors - MacGillivray Partners, Chartered Accountants, were in attendance and spoke to the Committee with respect to their audit.

The Committee approved the following:

- (a) That the 1993 Financial Report of the Corporation of the City of Hamilton, which has been forwarded to all members of City Council and is available from the Secretary upon request, be received; and,
- (b) That the City Treasurer arrange to publish on one occasion the required 1993 financial information, based on the audited report, in The Hamilton Spectator as soon as possible, but in any event, within sixty days of receiving the audited statements and in accordance with regulations of the Ministry of Municipal Affairs.

### (b) The City of Hamilton Investment Policy and Cash Management Practices.

The Committee was in receipt of a report from the Treasurer dated 1994 May 18, respecting the above noted matter and approved the following:

- (a) That the City continue to manage its investment portfolio, specifically the general fund, reserves, reserve funds, capital funds and trust funds, (with the exception of the Hamilton Public Library Capital Endowment Trust Fund and Special Gift Trust Fund which are managed by the Hamilton Foundation in accordance with the procedures established and approved by the Hamilton Public Library Board) in accordance with the procedures outlined in the Municipal Act; and,
- (b) That the overall minimum required credit rating for long term investments be maintained at a level "A" rating and short term investment at a level of "R-1 (low)", as defined by the Dominion Bond Rating Services (DBRS) and Canadian Bond Rating Services (CBRS). The size of investment holdings and minimum credit ratings vary between the Federal Government, Provincial Government, Municipal Government, Schedule I banks, Schedule II banks, and Trust Corporations; and,
- (c) That the Treasurer be authorized to enter into an agreement with the City's banker, satisfactory to the City Solicitor, to provide for the safe-keeping and custody of securities for the City's investment portfolio; and,

- (d) That the Treasurer be authorized to enter into a Securities Lending agreement with the City's banker to generate additional income to reduce the costs of (c) above.

(c) **Organizational Restructuring - Treasury Department Budget Section**

The Committee was in receipt of a joint report from the Treasurer and Commissioner of Human Resources dated 1994 May 19, respecting the above noted matter and approved the following:

- (a) That the position of Supervisor of Subsidies (1.0 FTE), non-union salary grade "J", be declared redundant and deleted from the complement of the Treasury Department; and,
- (b) That the position of Budget Analyst (1.0 FTE), non-union salary grade "L" be reclassified to Revenue Officer (1.0 FTE) non-union salary grade "K" (\$47,412.56 - \$55,811.08 per annum); and,
- (c) That the position of Expenditures Analyst (1.0 FTE) be created and added to the complement of the Treasury Department, classified in non-union salary grade "M" (\$40,640.60 - \$47,819.20 per annum) and posted as a career development position, for internal applicants only.

(d) **Information Report - Treasurer - Grey Cup Participation by the Hamilton Firefighters Drum Corps.**

The Committee was in receipt of an information report from the Treasurer dated 1994 May 2, respecting the Grey Cup Participation by the Hamilton Firefighters Drum Corps.

Mr. Bob Fyfe, of the Hamilton Firefighters Drum Corps. was in attendance to answer any questions.

Considerable discussion ensued with respect to the previous discussion at the last meeting on the funding for a float, as well as the present position on this matter whereby private fundraising is being sought.

Following further discussion, the Committee approved the following:

That the Hamilton Firefighters Drum Corps. be invited to represent the City of Hamilton at the 1994 Grey Cup Parade being held 1994 November 27 in Vancouver, on an equal cost shared basis between the City and the Drum Corps. up to a City's share amount not to exceed \$18,000.

3. **MAYOR ROBERT M. MORROW - Arts and the Cities' Ontario Region Meeting**

The Committee was in receipt of a report from the Mayor dated 1994 May 19, respecting the above noted matter.

The Committee approved the following:

- (a) That approval be given for the hosting of an Arts and the Cities' Ontario Region Meeting/Symposium in the Council Chambers, City Hall, on 1994 June 11; and,
- (b) That approval be given for a City contribution from the Civic Receptions and Delegate Hosting Budget for hosting purposes in the amount of \$3,000. from Account CH 55314 84010.

4. ACTING CITY CLERK - Requested Information Report - Response to the submission of the Hamilton Farmers Market Stallholders Association request to decrease their 1994 rental fees.

The Committee was in receipt of an information report from the Acting City Clerk dated 1994 May 19, respecting the above noted matter.

Some discussion ensued and the Committee agreed to **receive** this information and the previous presentation from the Stallholders, and take **no action** on their request for a decrease in rental costs.

5. TABLED ITEM - Potential Street Vendor location

The Committee was in receipt of a memorandum from the Secretary of the Finance and Administration Committee providing background information on the Street Vendor location at Ottawa Street North and Dunsmure (at the YWCA) being tabled, in order to allow an opportunity for the Ottawa Street B.I.A. to provide its comments on whether they are in favour of a Street Vendor location in front of the YWCA.

In this regard, the Committee was in receipt of correspondence from Mr. Gord Culshaw, Chairman of the Ottawa Street B.I.A., which states that "the Ottawa Street Board of Management does not support the proposed Street Vendor Programme, specifically the location at the south-east corner of Ottawa Street North at Dunsmure.

In this regard, the Committee agreed that the proposed Street Vendor location at Ottawa Street North and Dunsmure, at the YWCA, **be deleted**.

6. REFERRAL BACK FROM CITY COUNCIL - Supply, Delivery and Installation of Furniture, Fire Station 4, Macassa Park

The Committee was in receipt of an memorandum from the City Clerk dated 1994 May 11, advising the Committee that the above noted matter had been referred back for further review by City Council at its meeting held 1994 May 10.

The Committee was also in receipt of an Information Report from the Acting Fire Chief and the Director of Property dated 1994 May 18, respecting this matter.

The Committee was also in receipt of a Furniture Evaluation Table outlining the various aspects to the determination of the recommendation.

Discussion ensued with respect to this matter, and specifically Alderman Anderson asked questions with respect to the reference to warranty, and Ms. Duda responded to that. In this regard, Alderman Anderson requested that he be provided with the specifics to the warranty details before the next meeting of City Council.

The Committee approved the following:

That a purchase order be issued to R.C. Dawson, Hamilton, in the amount of \$77,587.69, including all applicable taxes for the supply, delivery and installation of furniture at Fire Station 4, Macassa Park, being the only acceptable of eleven tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender. Funds available in Fire Station 4, Macassa Park Account No. CF 5200 489241009.

**Note:** Alderman Anderson and Alderman Copps opposed.



7. ACTING CITY CLERK AND DIRECTOR OF PROPERTY - Market Lighting Policy

The Committee was in receipt of a joint report from the Acting City Clerk and the Director of Property dated 1994 May 18, respecting the above noted matter.

The Committee approved the following:

That the following Market Lighting Policy be adopted:

- (a) That all lighting in the Market, including stall lighting, ceiling lighting, loading dock lighting, electrical conduit, switches, receptacles, Uni-strut and chain is the property of the Corporation of the City of Hamilton; and,
- (b) That no person will be allowed to install, hang, and plug in any other light fixture; and,
- (c) That no person will be allowed to remove, alter, paint, change or renovate any lighting throughout the Market; and,
- (d) That all lighting in the Hamilton Farmers' Market is the responsibility of the Building Operations and Maintenance Division of the Property Department. The responsibilities include all maintenance, repairs, ballast replacement, tube replacement, and electrical supply; and,
- (e) That there will be no exception to the above-noted Policy.

8. DIRECTOR OF PROPERTY

(a) Security and General Maintenance Improvements - City Hall

The Committee was in receipt of a report from the Director of Property dated 1994 May 17, respecting the above noted matter.

With respect to Section (a) (iii) as follows:

"security improvements at the workstation of the Aldermen's Receptionist which include a 20" high glass enclosure, a full counter top and two half height doors and electrical alterations to remove a potential safety hazard at an estimated cost of \$3,250."

Some discussion ensued with respect to the above noted recommendation, and it was agreed that this section would **be tabled** to the next meeting of the Committee, in order for all parties to discuss possible alternative solutions to this potential safety hazard.

The Committee then approved the following recommendation:

- (a) That the Director of Property be authorized to proceed with the following general maintenance improvements in City Hall:
  - (i) The replacement of carpeting in Committee Rooms 233 and 219 at an estimated cost for labour only of \$2,400.; and,
  - (ii) The construction of an eight foot (8') extension to the existing meeting table and a new secretarial desk in Room 219 at a cost estimated at \$2,500.; and,
  - (iii) The replacement of carpeting in the Mayor's office, the office of the Executive Assistant to the Mayor and adjacent Administrative space at an estimated cost of \$14,500., which also includes expenses to correct subfloor deficiencies; and



- (b) That the cost of undertaking these maintenance improvements be charged to Capital Budget Accounts - City Hall Accommodation Requirements.

(b) **1994 Reduction Packages - Property Department**

The Committee was in receipt of a report from the Director of Property dated 1994 May 19, respecting the above noted matter and approved the following:

- (a) That the proposed reduction package, "Prop 9 - Reduction of Caretakers Hours" in the sum of \$87,517. as submitted by the Property Department to the Committee of the Whole for approval on 1994 February 11, be replaced with the alternative savings package of equal value funded from the overall budget of the Property Department, as presented to the Finance and Administration Committee and available from the Secretary upon request; and,
- (b) That the proposed implementation date of 1994 June 6. for the reduced hours for Caretakers be postponed in order to allow the implementation of the alternative package referenced above.

(c) **Final Report - City Hall Space Study**

The Committee was in receipt of a report from the Director of Property dated 1994 May 20, respecting the above noted matter and approved the following:

- (a) That the Final Report of the City Hall Space Study dated 1994 April 18, prepared by Carruthers Shaw and Partners Limited, as presented to the Finance and Administration Committee and available from the Secretary upon request, be received; and,
- (b) That the Chief Administrative Officer and the Director of Property be directed to implement the findings contained in the report as renovations take place within City Hall; and,
- (c) That the Carruthers Shaw and Partners Limited account, in the amount of \$25,698.42 plus G.S.T. of \$1,798.89 for a total amount of \$27,497.31 be paid in full and charged to Account No. CF 5000 319041002 (Accommodation Requirements - City Hall).

9. **DIRECTOR OF PROPERTY AND DIRECTOR OF INFORMATION SYSTEMS - Information Systems - Hamilton City Hall - Termination of Contract with Memphis-Kendall Builders Inc. - Computer Renovation and Relocation.**

The Committee was in receipt of a report from the Director of Property and the Director of Information Systems dated 1994 May 20, respecting the above noted matter. The following recommendation was approved:

- (a) That the Director of Property be authorized and directed to take all necessary and appropriate steps to preserve the City's interests in the Computer Renovation and Relocation Project at Hamilton City Hall, 71 Main Street West, Hamilton, Ontario, including noting the default of the contractor by sending official notices to it and its bonding company; and,
- (b) That the Director of Property report back to the Finance and Administration Committee meeting of 1994 June 23, or sooner, on the response of the bonding company regarding its intentions to complete the project or otherwise and that the City Solicitor report on the legal implications of that response; and,

- (c) That in the event that arrangements satisfactory to the City are not implemented, that the contract between the Corporation of the City of Hamilton and Memphis-Kendall Builders Inc. of Toronto, for the Computer Renovation and Relocation Project at the Hamilton City Hall, 71 Main Street West be terminated for default, including the contractor's gross delay in construction progress, without proper excuse, and the contractor's apparent failure to protect the City from claims of non-payment by the contractor's subcontractors, despite payment by the City to the contractor, and for other serious breaches of the contract; and,
- (d) That the Director of Property list the various construction completion options available to the City and recommend the one most suitable in all circumstances, including budgetary restraints.

10. **DIRECTOR OF INFORMATION SYSTEMS - Central Computer Processor Replacement and Disk Drive Lease Renewals**

The Committee was in receipt of a report from the Director of Information Systems dated 1994 May 17, respecting the above noted matter and approved the following:

- (a) That the replacement Central Processor Unit be acquired from IBM Canada Limited of Burlington, Ontario (the lowest of 5 proposals), at \$21,609. per month for 48 months commencing 1994 July 1 in accordance with their proposal dated 1994 May 10. Funding to be provided from Account CH 56605 26020 (Computer Equipment Rental); and,
- (b) That the lease of two IBM series 3390 model 38 disk drives and related equipment be renewed with IBM Canada Limited of Burlington, Ontario (the lowest of 5 proposals) at \$8,545. per month for 36 months commencing 1994 July 1 in accordance with their proposal dated 1994 May 10. Funding to be provided from Account CH 56605 26014 (Computer Equipment Rental); and,
- (c) That the lease of one IBM 3990 series Access Storage Controller be renewed with Scott Capital Group Inc of Mississauga, Ontario (lowest of 3 proposals) at \$691. per month for 36 months commencing 1994 July 1 in accordance with its proposal dated 1994 May 11. Funding to be provided from Account CH 56605 26014 (Computer Equipment Rental); and,
- (d) That the monthly central processor software cost, as supplied by IBM Canada Limited of Burlington, Ontario be increased by \$8,750. per month from \$34,150. to \$42,900. per month effective 1994 July 1. Funding to be provided from Account CH 56005 26020 (Computer Software) and CH 56099 26021 (User Software).

11. **FRENCH SUB-COMMITTEE - 1994 Membership Fees - Francophone Association of Municipalities of Ontario**

The Committee was in receipt of a report from the Secretary of the French Sub-Committee dated 1994 May 4, respecting the above noted matter and approved the following:

- (a) That the City of Hamilton renew its membership to the Francophone Association of Municipalities of Ontario for 1994 in the amount of \$700.; and,
- (b) That funding for this expenditure be charged to the Unclassified Expenditure Account CH 55164 24201.

**12. FIRE CHIEF - Purchase of one (1) Combination Fire Apparatus**

The Committee was in receipt of a report from the Fire Chief dated 1994 May 10, respecting the above noted matter and approved the following:

- (a) That a purchase order be issued to Nova Quitech, Pierreville, Quebec, in the amount of \$703,530., including all applicable taxes, for the supply and delivery of One (1) Combination Fire Apparatus with a 65 foot 3 section Pre-piped Aerial Ladder and Class "A" Pumper Truck, being the only proposal received, in accordance with the Request for Proposal issued by the Manager of Purchasing and Vendor's submission; and,
- (b) That this expenditure be financed through the Reserve for Replacement of Mobile Equipment Account No. CH 5X502 00101; and,
- (c) That a contract be entered into satisfactory to the City Solicitor.

**13. PRIVATE AND CONFIDENTIAL AGENDA**

The Committee was in receipt of its Private and Confidential Agenda and approved the following:

**AA. CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS****(i) City of Hamilton -ats- Dean; Ontario Court (General Division) Action No. 26723/91**

- (a) That the City decline to accept the Offer to Settle of the Plaintiffs dated 1994 May 12; and,
- (b) That the City offer to resolve all outstanding issues in Ontario Court (General Division) Action No. 26723/91 on the following basis:
  - (i) That the City pay to the Plaintiffs, Rose Dean, Robert Dean and Catherine Carroll the sum of \$5,000. inclusive of all claims for damages, interest and costs; and,
  - (ii) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
  - (iii) That Ontario Court (General Division) Action No. 26723/91 and all cross-claims by and against the City shall be dismissed without costs; and,
  - (iv) That this Offer shall remain open for acceptance until withdrawn, or until the commencement of trial herein, whichever first occurs.

**(ii) City of Hamilton -ats- Mildred Springer; Ontario Court (General Division) Action No. 14726/89**

- (a) That the City resolve Ontario Court (General Division) Action No. 14726/89 by the payment of \$2,500. inclusive of all damages, interest and costs to the Plaintiffs, Mildred and Irvin Springer; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action No. 14726/89 be dismissed without costs.

**14. OTHER BUSINESS**

The Committee was in receipt of an added report from the Acting City Clerk dated 1994 May 24, respecting the Use of City Facilities - Cross Canada Bible Relay.

The Committee approved the following:


- (a) That permission be granted for the Cross Canada Bible Relay to use the City Hall forecourt and all other pertinencies, on Monday, 1994 June 6th from 5:00 p.m. to 7:00 p.m., for a welcoming ceremony; and,
- (b) That access be provided to the first floor City Hall washrooms; and,
- (c) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**15. ADJOURNMENT**

There being no further business, the meeting then adjourned.

**Taken as read and approved,**

**ALDERMAN D. ROSS, CHAIRPERSON  
FINANCE AND ADMINISTRATION COMMITTEE**

  
**Susan K. Reeder**  
Secretary  
1994 May 26

**SKR/dbm**





Tuesday, 1994 May 31  
5:30 o'clock p.m.  
Room 233, City Hall

A special meeting of the Finance and Administration Committee was held.

**There were present:**

Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman V. Agro  
Alderman T. Anderson  
Alderman T. Cooke  
Alderman D. Agostino  
Alderman G. Copps

A.  
(ii)

**Regrets:**

Alderman D. Drury

**Also present:**

Alderman F. Eisenberger  
Alderman M. Kiss  
Alderman D. Wilson  
Alderman W. McCulloch  
Alderman H. Merling  
Alderman F. D'Amico  
Alderman T. Jackson  
J. Pavelka, Chief Administrative Officer  
J. Johnston, Commissioner of Human Resources  
P. Noé Johnson, City Solicitor  
A. Ross, Treasurer  
D. King, Manager of Internal Controls, Treasury Department  
Susan K. Reeder, Secretary

The Committee agreed to invoke Rule 5 of the City's Procedural By-law respecting the calling of a meeting since the start time was scheduled at 5:30 o'clock p.m. and the meeting did not commence until 6:30 o'clock p.m. due to technical staff being unavailable.

The Committee moved In Camera to discuss matters of a Private and Confidential nature.

The Committee out of the In Camera Session and agreed to recess until following the City Council meeting.

The Committee then reconvened at 10:00 o'clock p.m. and the following were present:

Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman D. Drury  
Alderman V. Agro  
Alderman T. Cooke  
Alderman G. Copps  
Alderman T. Anderson  
Alderman D. Agostino

**Also Present:**

Alderman F. Eisenberger  
Alderman T. Jackson  
Alderman M. Kiss  
Alderman D. Wilson  
Alderman H. Merling  
Alderman B. Morelli  
Alderman F. D'Amico  
J. Pavelka, Chief Administrative Officer  
J. Johnston, Commissioner of Human Resources  
P. Noé Johnson, City Solicitor  
A. Ross, Treasurer  
D. King, Manager of Internal Controls, Treasury Department  
Susan K. Reeder, Secretary

Tuesday, 1994 May 31

The Committee moved In Camera to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session and a motion was approved to adjourn.

**Taken as read and approved,**

**ALDERMAN D. ROSS, CHAIRPERSON  
FINANCE AND ADMINISTRATION COMMITTEE**

Susan K. Reeder  
Secretary  
1994 May 31

/mjw

B. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 May 18

**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

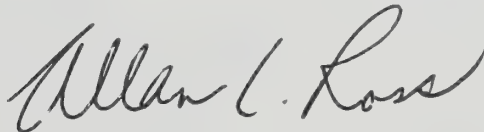
**FROM:** A. C. Ross  
Acting Manager of Purchasing

**SUBJECT:** Extension of Purchase Orders for the Supply and  
Delivery of Gasoline and Diesel Fuel, Various  
Locations

**RECOMMENDATION:**

That the City exercise its option to extend the existing purchase orders for the supply and delivery of Gasoline and Diesel Fuels to various City Departments as and when required for one additional year to June 30, 1995, as follows:

- a) To Esso Imperial Oil, Willowdale for Premium and Unleaded Gasoline
- b) To Petro Canada Inc., Toronto for #2 Diesel Fuel
- c) To Shell Canada, Toronto for #1 Diesel Fuel



**FINANCIAL/STAFFING/LEGAL/PURCHASING IMPLICATIONS:**

"All Purchasing policies and procedures have been followed and this recommendation is endorsed by Purchasing"

**BACKGROUND:**

Council approved the original recommendations a) and b) October 27, 1992 and c) November 24, 1992.

**DISCUSSION:**

This was a cooperative tender that included eight various agencies including the City of Hamilton and the Regional Municipality of Hamilton-Wentworth.





B. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 6

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Acting Manager of Purchasing

**SUBJECT:** Supply and delivery of Workers' Uniform Clothing

**RECOMMENDATION:**

That a purchase order be issued to J.P. Hammill & Son Limited, Guelph, for the supply and delivery of Workers' Uniform Clothing as and when required during 1994 to Purchasing Stores, being the lowest of five tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through Stores Inventory Account No. CH56103 28999, as follows:

Grey Trousers	\$13.27 each
Short Sleeve Grey Shirts	12.27 "
Long Sleeve Grey Shirts	13.97 "
Grey Overall Jackets	28.97 "
Grey Overall Pants	27.97 "
Grey Crested Coveralls	27.97 "

Applicable taxes extra

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**  
N/A

**BACKGROUND:** Analysis based on estimated expenditure during 1994

J.P. Hammill & Son Limited, Guelph	\$ 97,143.32
Industrial Textiles Limited, Toronto	103,287.25
Anchor Textiles, Toronto	112,898.66
Aero Mode Ltd., Downsview	113,786.75
Starfield Safetywear Mfg.Co., Toronto	125,287.10



C.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 7

**REPORT TO:** Mrs. S. Reeder, Secretary  
Finance and Administration Committee

**FROM:** G. Baker  
Fire Chief

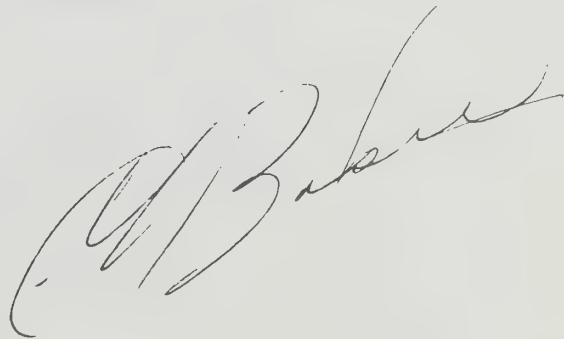
**JUN 8 1994**

**SUBJECT:** Purchase of Fatigue Uniforms, Hamilton Fire  
Department

**RECOMMENDATION:**

That a purchase order be issued to J. P. Hammill & Son Limited, Guelph, to supply and deliver Fatigue Uniforms as and when required during 1994 by the Hamilton Fire Department, being the lowest acceptable of five tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and be financed through Uniforms, Clothing Account No. CH 56104 48001, as follows:

Short Sleeve Shirts (each)	\$ 23.97
Trousers (each)	33.97
Uniform Jackets (each)	26.97
All taxes extra	



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Sufficient funds have been provided in this account for the estimated expenditure of \$90,000. This recommendation follows all purchasing policies and is endorsed by Purchasing.

**BACKGROUND:** Tender Analysis based on estimated usage, all taxes extra.

J. P. Hammill	\$ 77,064.50
Starfield Safetywear	81,384.50
Aero Mode Ltd.	87,800.00
Anchor Textiles	105,913.50
Industrial Textiles	Partial Bid (Not Acceptable)





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D. (i)

**DATE:** 1994 June 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Appointments To and Terminations From Permanent  
Positions with the Corporation of the City of Hamilton  
(C-015-094)

**RECOMMENDATION:**

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to June 15, 1994 be approved.



John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

Attached.

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Stephen Bailey	I	Sanitation Worker (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 23/94
Mr. Frank Bianucci	I	Assistant Chief Fire Prevention Officer (C-9A)	Fire	Replacing Mr. J. Winn - promoted, March 27/94	\$62,736.93	May 08/94
Mr. Frank Brohman	I	District Chief (C-11)	Fire	Replacing Mr. G. Almas - promoted, March 27/94	\$66,992.60	May 08/94
Mr. Luigi Cialini	I	Rink Attendant I (D-16)	Culture & Recreation	Replacing Mr. F. Digiambattista - retired Jan. 15/94	\$36,780.64	May 16/94
Mr. Richard Dejong	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94

Prepared June 15/94

Status
Internal - I
External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. David Factor	I	District Chief (C-11)	Fire	Replacing Mr. A. Vandenakker - promoted, March 27/94	\$66,992.60	May 08/94
Mr. Paolo Faustini	I	Lead Hank/Truck Driver (D-19)	Public Works	Replacing Mr. G. Rinaldo - retired, Feb. 28/94	\$37,876.80	May 24/94
Mr. Michael Green	I	Forester II (D-18)	Public Works	Replacing Mr. R. Linger - retired, May 31/94	\$37,510.72	May 16/94
Ms. Gail Habinski	I	Parking Control Officer (13-I)	Traffic	Additional Staff - Approved by City Counsel December 14/94	\$32,560.32 to \$37,396.32	May 23/94
Mr. William Hatherly	I	Sanitation Worker (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94
Mr. Alex Kupi	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 24/94

Prepared June 15/94

Status

Internal - I  
External - E



# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Tim Lacasse	I	Sanitation Worker (2-Man Crew) (D-15G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94
Ms. Sharon Luke	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94
Mr. Randall Maracle	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94
Mr. Paul Marchese	I	District Chief (C-11)	Fire	Replacing Mr. E. Blundell - retired, Oct. 27/93	\$66,992.60	May 08/94
Mr. Gordon Meuller	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94
Mr. Tim Mountain	I	Utilities Maintenance Operator (9-B)	Property	Replacing Mr. W. Murphy - resigned, May 03/93	\$41,346.24	May 01/94

Prepared June 15/94

Status

Internal - I  
External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Dave Munro	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 16/94
Mr. James Pearson	I	Sanitation Worker (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 09/94
Ms. Dina Sanvidotti	I	Parking Control Officer (13-I)	Traffic	Replacing Ms. E. Wigmore - resigned, Feb. 04/94	\$36,670.40	May 16/94
Mr. Joe Scala	I	Sanitation Worker (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 09/94
Mr. Stefan Sobolewski	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 09/94

Prepared June 15/94

Status

Internal - I

External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Ms. Louisa Spallachi	I	Support Services Technician (22-G)	Information Systems	Replacing Ms. D. Sanche - appointment, June 21/93 K. Goodfellow - resigned, June 18/93	\$38,891.32 to \$44,994.04	June 21/93
Mr. C. Speight	I	District Chief (C-11)	Fire	Replacing Mr. R. Cober - retired, Oct. 31/93	\$37,923.00 to \$44,285.80	May 02/94
Mr. John Stevenson	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 09/94
Mr. Manuel Tabone	I	Sanitation Worker (2-Man Crew) (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 09/94
Mr. David Thomas	I	Sanitation Worker (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 09/94
Mr. J. Warden	I	District Chief (C-11)	Fire	Replacing Mr. P.S. Dickinson - retired, Oct. 28/93	\$66,992.60	May 08/94

Prepared June 15/94

Status
Internal - I
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Brian Anderson	School Crossing Guard	Traffic	Terminated	1 month	April 17/94
Mr. Ron Drumm	Lead Hand/Truck Driver	Public Works	Retired (Early)	9 years, 3 months	May 31/94
Mr. Peter Durant	Yard Attendant	Public Works	Terminated	22 years, 8 months	May 04/94
Mr. Donald Gill	Sports Groundskeeper II	Public Works	Retired (Early)	20 years	March 31/94
Mr. Walter Korinowsky	Stage Property Master	H.E.C.F.I.	Resigned	15 years	May 18/94
Mr. Joel Kyle	Probationary Firefighter	Fire	Terminated	2 years, 8 months	May 25/94
Mr. Robert Linger	Forester II	Public Works	Retired (Early)	22 years, 10 months	May 31/94

Prepared June 15/94

### Glossary of Terms

Terminated - long term disability  
 - discharge  
 - downsizing  
 - redundant  
 Resigned - personal betterment  
 - personal reasons



# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Frank Liota	Sports Groundskeeper II	Public Works	Retired (Early)	31 years	May 31/94
Ms. Marilyn Madden	Aquatic Supervisor	Culture & Recreation	Retired (Early)	19 years	May 31/94
Ms. Jacqueline Maxwell	Historical Interpreter	Culture & Recreation	Resigned	1 year, 6 months	May 22/94
Mr. Steven Smith	Fire Communications Operator	Fire	Resigned	8 years, 10 months	May 14/94
Mr. Manuel Tabone	Porter	Convention Centre	Resigned	9 months	May 08/94

Prepared June 15/94

### Glossary of Terms

Terminated - long term disability

- discharge
- downsizing
- redundant

Resigned - personal betterment  
- personal reasons

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D. (ii)

**DATE:** 1994 June 15

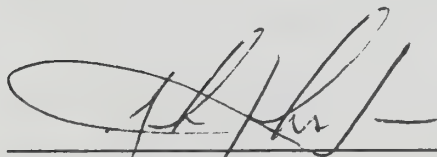
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** United Brotherhood of Carpenters and Joiners of  
America, Local 18  
(C-014-094)

**RECOMMENDATION:**

That the amendment to the United Brotherhood of Carpenters and Joiners of America, Local 18, contract be received pursuant to the Fair Wage Policy of the City of Hamilton.

  
\_\_\_\_\_  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

n/a

**BACKGROUND:**

Attached.

United Brotherhood of Carpenters and Joiners of America, Local 18

Duration of Agreement - August 1, 1992 to April 30, 1995

JOURNEYMAN CARPENTER (Zone 1 Hamilton)

<u>DATE</u>	<u>HRLY. WAGE RATE</u>	<u>VAC. PAY</u>	<u>PENS.</u>	<u>WELFARE</u>	<u>TOTAL WAGE PKG.</u>
May 1/94	\$26.22	2.62	2.20	1.35	\$32.39
Nov. 1/94	\$26.99	2.70	2.20	1.35	\$33.24

E. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

JUN 2 1994

**DATE:** 1994 June 1

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Hall Facilities  
United Way Barbecue

**RECOMMENDATION:**

- (a) That permission be granted to the United Way Committee of the Regional Municipality of Hamilton-Wentworth to use the City Hall forecourt on Wednesday, 1994 July 6 from 11:00 a.m. - 2:30 p.m. for the Region's Annual United Way Barbecue.
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**



**BACKGROUND:**

This barbecue was held at City Hall in previous years and is part of the Annual United Way fundraising activity.

In 1993 the United Way Committee changed the venue to Gage Park. This location was not as successful and the Committee therefore wishes to return to the City Hall forecourt.

c.c. Mayor's Office  
Rob Swan  
Information Desk  
File

SG/mec





E.  
(ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 7

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities -  
Canadian Football Hall of Fame and Museum

**RECOMMENDATION:**

- a) That approval be given to the request of the Canadian Football Hall of Fame & Museum to use the grassed area located on the east side of City Hall for a lunch area for students participating in Hall of Fame educational programs, Monday to Friday, from April to September 1994.
- b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

The Canadian Football Hall of Fame & Museum have undertaken responsibility for providing appropriate garbage receptacles during the periods when this area is used by schoolchildren attending their educational programs. Groups usually consist of between ten and fifty children.

JJS/SMG

cc Mayor's Office  
D. Vyce, Director of Property  
B. Chrystian, Manager of Parks  
R. Swan, Manager, Property Maintenance Division  
Information Desk



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

E.  
(iii)

**DATE:** 1994 June 7

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Forecourt  
Fund Raising Trip - Shriners Hospitals for Crippled Children

**RECOMMENDATION:**

- a) That approval be given to the action taken by the City Clerk in authorizing John W. Harvey Real Estate Company Ltd. to use the City Hall forecourt on Wednesday, 1994 June 15, at 11:30 a.m. for an official kickoff for a fund raising trip on behalf of the Shriners Hospitals for Crippled Children.
- b) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Sufficient funds are available in account CH55222 10034 - Use of City Facilities by Outside Groups for the construction of a ramp, in the approximate amount of \$300.00, to allow vehicular access to the forecourt area.

**BACKGROUND:**

Mr. John W. Harvey will be travelling the Province of Ontario in his 1930 Model A Roadster to raise funds for the Shriners Hospitals for Crippled Children. The Official Kick-off will take place on the forecourt, and Mr. Harvey will be accompanied by ten vintage vehicles which will escort him as far as Oakville.



Finance and Administration Committee  
Fund Raising Trip - Shriners Hospital for Crippled Children

-2-

The vintage vehicles will park on the forecourt during the kickoff, necessitating the construction of a ramp to facilitate access from Jackson Street. As requests for vehicular access to the forecourt are becoming more frequent, this ramp will be placed in storage following the ceremony and used for future events.

It is anticipated that this event will receive considerable media coverage.

JJS/SMG

cc Mayor's Office  
R. Swan, Manager, Property Maintenance Division  
Information Desk

E.  
(iv)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 7

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Forecourt  
Hamilton Habitat for Humanity

**RECOMMENDATION:**

- a) That approval be given to the action taken by the City Clerk in authorizing Hamilton Habitat for Humanity to use the City Hall forecourt (or Room 233, in the event of inclement weather) on Friday, 1994 June 17 at 3:00 p.m. for a welcoming ceremony to raise awareness of the need for affordable housing.
- b) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

Habitat for Humanity is an ecumenical Christian housing ministry who wish to eliminate poverty housing worldwide, and make decent shelter a matter of conscience and action. With needy and affluent people working together they build new housing, new relationships and a new sense of community.

This summer Habitat for Humanity is conducting the "Building Hope - Cross Canada Cycle Relay, commencing May 28 in St. John's, Newfoundland and ending on July 30 in Kelowna, B.C., to raise awareness of the need for affordable housing

Finance and Administration Committee  
Hamilton Habitat for Humanity

-2-

The cyclists will arrive in Hamilton on Friday, June 17 and the organization's Hamilton affiliate is planning a formal welcome at City Hall.

JJS/SMG

cc Mayor's Office  
R. Swan, Manager, Property Maintenance Division  
Information Desk

E. (v)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 10

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Hall Forecourt - Canusa Games Torch Send  
Off - 1994 August 4

**RECOMMENDATION:**

- a) That approval be given to the Canusa Games Board of Directors to use the City Hall forecourt on Thursday, 1994 August 4 from 11:00 a.m. to 1:00 p.m. for the purposes of holding its 1994 Canusa Games Torch Send Off; and,
- b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/a - any costs associated with this event will be paid for by the Canusa Games.

**BACKGROUND:**

The 1994 Canusa Games will be held in Flint, Michigan, from 1994 August 5-7.

An integral part of the Canusa Games is the Torch Run from Hamilton, Ontario to Flint, Michigan. In the past, the Canusa Games have used the City Hall forecourt to hold a Torch lighting ceremony with the Mayor and the media as a lead-in to the Canusa Weekend activities. After the Torch is lit, the Torch Runners accompanied by Hamilton-Wentworth Regional Police Officers start their long run to arrive in Flint, Michigan just before the Opening Ceremonies on 1994 August 5.

cc Mayor's Office  
Information Desk  
Simone Miles, Canusa Games Administrator





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

F.

**DATE:** 1994 June 20

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Selection Committee

**SUBJECT:** Appointments - Hamilton Status of Women Sub-Committee

**RECOMMENDATION:**

That Eleanor Johnstone and Sandy Shaw be appointed to serve on the Hamilton Status of Women Sub-Committee for a term to expire 1994 November 30th.

*Susan K. Reeder*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

As a result of the resignations of Sheila Church and Janet Stewart, two vacancies presently exist on the Hamilton Status of Women Sub-Committee.

In accordance with the City's Selection procedures, the Selection Committee met and have recommended that Eleanor Johnstone and Sandy Shaw be appointed to serve on the Sub-Committee for the balance of the term of Office.

SKR



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

G.

**DATE:** 1994 June 13

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Charlene J. Touzel, Secretary  
French Sub-Committee

**SUBJECT:** Provision of French Services at Hamilton Conferences  
and Conventions

**RECOMMENDATION:**

That the letter attached hereto and marked as Appendix "A" respecting the availability of french-speaking volunteers, translators and interpreters be forwarded to the Hamilton Entertainment and Convention Facilities Inc. (HECFI) and the Region's Economic Development Department encouraging them to include a copy of this letter in all Conference and Convention packages distributed to groups organizing Conferences and Conventions in the City Hamilton.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

*Touzel*

**BACKGROUND:**

The French Sub-Committee has provided french-speaking volunteers for such events as the Ontario Seniors Games, the Judo Canada Championships, the Pan-Am Games and the Federation of Canadian Municipalities Conference to assist french-speaking delegates who require special provisions when registering or attending special events held throughout the Conference/Convention.

The French Sub-Committee is asking that all Conference and Convention organizers be made aware of the french services available in our community in the event that they wish to provide some components of their Conference/Convention in french for any french-speaking delegates that may be attending.

attached



Dear Conference/Convention Organizer:

On behalf of City Council and his Worship the Mayor, the French Sub-Committee welcomes all french-speaking delegates who are attending Conferences/Conventions in the City of Hamilton.

In 1985, City Council established the French Sub-Committee to provide a liaison between the City of Hamilton and the francophone community to affirm the presence of the francophone community within the City of Hamilton; to assist the francophone community to participate in those aspects of municipal affairs directly related to the concerns of the francophone community; and, to work with the francophone community toward extending the availability of french language services within the City of Hamilton.

In keeping with its Mandate, the French Sub-Committee would be pleased to provide french-speaking volunteers, free of charge, to assist the french-speaking delegates who may be attending your Conference/Convention.

In the past, the French Sub-Committee has provided similar services, with great success, at the Ontario Seniors Games, the Judo Canada Championships, the Pan-Am Games, the Federation of Canadian Municipalities Conference and Actifest, to mention only a few.

This service is particularly beneficial to those French-speaking delegates not familiar with our City and who require special provisions when registering or at special events held throughout the course of the Conference/Convention.

While the Committee can provide volunteers to assist with french-speaking delegates, the Committee does not have the ability to provide simultaneous interpretation or translation of materials. We would be pleased however, to provide you with a list of private translators and interpreters who can provide services on a fee for service basis.

If you are anticipating french-speaking delegates at your Conference/Convention, I am sure that they will appreciate your efforts in making materials and services in french available to them. The Committee would be pleased to assist you in this regard.

Additional information can be obtained by contacting the Secretary of the French Sub-Committee at (905) 546-3994.

Cher organisateur, chère organisatrice de Conférences et de Congrès

Au nom du conseil municipal et de Son Honneur le Maire, le sous-comité français souhaite la bienvenue à tous les délégués francophones qui assistent à des congrès ou conférences dans la ville de Hamilton.

En 1985, le conseil municipal créait le sous-comité français afin d'établir un lieu de communication entre la ville de Hamilton et la communauté francophone, de confirmer la présence de la communauté francophone dans la ville de Hamilton, de permettre à la communauté francophone de participer activement aux débats municipaux directement reliés aux préoccupations des francophones et de travailler avec la communauté francophone dans le but d'accroître la disponibilité des services en français au sein de la ville de Hamilton.

Dans la fidélité à son mandat, le sous-comité français sera heureux d'offrir sans frais supplémentaires, les services de volontaires francophones afin d'aider les délégués francophones inscrits à votre Congrès ou votre Conférence.

Par le passé, avec grand succès, le sous-comité français a offert des services similaires aux Jeux des personnes âgées de l'Ontario, aux Championnats canadiens de judo, aux Jeux pan américains, à la Conférence et actifest de la Fédération des municipalités canadiennes.

Cette aide est particulièrement bénéfique auprès des délégué(e)s d'expression française pour qui la ville de Hamilton n'est pas familière et qui requièrent des services spécifiques lors de l'inscription ou de la tenue d'activités particulières tout au long du Congrès ou de la Conférence.

Quoique le sous-comité peut prévoir des volontaires pour les services en français, il ne peut, par contre, assurer l'interprétation simultanée ou la traduction de documents. Nous sommes heureux, cependant, de vous fournir une liste de traducteurs ou interprètes prêts à assumer ce service avec rémunération.

Si vous prévoyez la présence de délégué(e) francophones à votre Congrès ou Conférence, je suis sûr(e) qu'ils apprécieront ce geste de mettre à leur disposition services et documentation en français.

Vous pouvez obtenir de plus amples renseignements en contactant la secrétaire du sous-comité français au (905) 546-3994.



H. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Status of Development Charge Funds

**RECOMMENDATION:**

That the attached analysis of the transactions of the City's development charges reserve for the year 1993 be received.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

Section 17 of Bill 20, "An Act to Provide for the Payment of Development Charges" requires the Treasurer to submit a statement of the City's development charges reserve each year on or before such date as directed by Council. In accordance with the approval by the Finance and Administration Committee on October 8, 1992 that a statement be prepared by no later than June 30 of the following year, attached is an analysis summarizing the activities in this reserve for the year 1993.

TWD:jc  
Attach.

c.c. P. Noé Johnson, City Solicitor



DEVELOPMENT CHARGE RESERVE FUND  
STATEMENT OF CONTINUITY  
FOR THE YEAR ENDED DECEMBER 31, 1993

APPENDIX "B"

	Total \$	Recreational Facilities \$	Parks \$	Libraries \$	Fire Stations \$	Roads & Street Lighting \$	Traffic Building and Signs \$
Balance at the beginning of the year	3,331,053	894,952	488,659	338,855	566,780	979,844	61,963
Development charges received or receivable	1,225,674	394,072	215,169	149,206	125,898	331,453	9,876
Development charges refunded	(20,799)	(1,584)	(865)	(600)	(8,648)	(7,916)	(1,186)
Interest Earned	<u>203,377</u>	<u>65,853</u>	<u>35,957</u>	<u>24,934</u>	<u>20,297</u>	<u>54,790</u>	<u>1,546</u>
	<u>4,739,305</u>	<u>1,353,293</u>	<u>738,920</u>	<u>512,395</u>	<u>704,327</u>	<u>1,358,171</u>	<u>72,199</u>
Transferred to the capital fund	0	0	0	0	0	0	0
Amounts allocated to other services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Balance at the end of the year	<u>\$4,739,305</u>	<u>\$1,353,293</u>	<u>\$738,920</u>	<u>\$512,395</u>	<u>\$704,327</u>	<u>\$1,358,171</u>	<u>\$72,199</u>

H. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Proposed Construction of a Finished Roadway, Concrete  
Curbs and Sidewalks on Both Sides of Ferguson Avenue  
between Cannon and Barton Streets

**RECOMMENDATION:**

That the City Solicitor be authorized to prepare an appropriate By-Law to construct a finished roadway, concrete curbs and sidewalks on both sides of Ferguson Avenue between Cannon and Barton Streets under the Local Improvement Act at an estimated cost of \$670,000.00., with a City's share of \$334,049.50 to be financed from the 1994 Capital Levy (Account Centre No. CH 22002) and the balance of \$335,950.50 being the Owner's share to be financed by the issuance of debentures for a period not to exceed 20 years. It is further recommended that application be made to the Regional Municipality of Hamilton-Wentworth to issue debentures in the amount of \$335,950.50 for a term not to exceed 20 years for the above project.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 1994 Capital Budget includes a provision for the City's share of Local Improvements in the gross amount of \$630,000. with a Provincial subsidy of \$158,000. and a balance of \$472,000. to be financed from the 1994 Capital Levy. The City's Share of Local Improvements approved in 1994 including this recommendation, amounts to \$413,573.50. The issuance of debenture for this project will not exceed the City's prescribed debt limit as outlined in the Municipal Act.

**BACKGROUND:**

This item is to be considered by the Transport and Environment Committee on 1994 June 20. The details of this project are outlined in the attached letter from D. Lobo, Director of Public Works, dated 1994 June 6.

NRA:jc  
Attach.

c.c. K. Christenson, Secretary, Transport and Environment Committee  
D. Lobo, Director of Public Works, Attention: R. Meiers  
P. Noé Johnson, City Solicitor, Attention: S. Riley  
G.W. Lawson, Treasurer and Commissioner of Finance, Region, Attention: G. Davis  
D.Y. Onishi, Director of Design and Construction, Roads Department, Region  
V.J. Abraham, M.C.I.P., Director of Local Planning

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

TREASURY	
1994 JUN 13	
ROUTE	RECD
A.C.R.	
I.R.H.	
A.G.S.	
T.C.E.	
T.B.	
G.D.	
A.N.	

*Handwritten:* A.C.R. ✓, T.C.E. ✓, T.B. ✓, G.D. ✓, A.N. ✓, and a signature across the right side.

**DATE:** 1994 June 6

**REPORT TO:** Mr. Kevin Christenson  
Secretary, Transport and Environment Committee

**FROM:** Mr. D. Lobo  
Director of Public Works

**SUBJECT:** Proposed Construction of a Finished Roadway, Concrete Curbs and Sidewalks (Both Sides) on Ferguson Avenue Between Cannon and Barton Streets (Section 12 Local Improvement Act)

**RECOMMENDATION:**

1. That the construction of a finished roadway, concrete curbs and sidewalks on both sides of Ferguson Avenue between Cannon and Bartons Streets proceed as a local improvement pursuant to Section 12 of the Local Improvement Act at an estimated gross cost of \$670,000. with a City's Share of \$334,049.50 and Owner's Share of \$335,950.50 all as provided in the 1994 portion of the 1994 - 2003 Capital Budget; and,
2. That the Finance and Administration Committee be requested to recommend a source of funding for this Capital Project; and,
3. That the Commissioner of Transportation/Environmental Services be authorized to construct these works on behalf of the City once all the necessary approvals have been received; and,
4. That the City Clerk and City Treasurer be directed to give the necessary notice of City Council's intention to undertake these works.

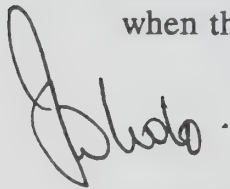
**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed works are to be rated in accordance with the normal practice. Provision has been made for these works in the 1994 - 2003 Capital Budget. The estimated cost per metre for a finished roadway, concrete curbs and sidewalks is \$353.29. If approved, the project will reduce the balances available in the City's Share to \$216,426.50 and the Owner's Share to \$336,173.50.



**BACKGROUND:**

On May 31, 1994, Council in adopting Item 9 of the 9th Report of the Planning and Development Committee approved the concept plan for the revitalization of Ferguson Avenue between Barton and Cannon Streets (see attached plan) to be implemented as a local improvement. The developer for Carter Square on the west side of Ferguson Avenue north of Cannon Street will be starting construction of a residential development shortly. It would be prudent to initiate the construction of the roadwork so that it will be complete when the housing project is scheduled for completion in 1995.



 RPM/jdh  
Attch.

cc: J. J. Schatz, City Clerk  
P. Noé Johnson, City Solicitor  
**Attention: S. Riley**  
A. Ross, City Treasurer ✓  
**Attention: N. Adhya**  
G. W. Lawson, Commissioner of Finance  
V. J. Abraham, M.C.I.P., Director of Local Planning  
S. Reeder, Secretary of Finance and Administration Committee  
D. Y. Onishi, Director of Design and Construction, Roads Department





H.  
(iii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 7

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Proposed Construction of an Independent Concrete  
Sidewalk on the West Side of Upper James Street from  
Rymal Road to Christopher Drive

**RECOMMENDATION:**

That the City Solicitor be authorized to prepare an appropriate By-Law to construct an independent concrete sidewalk on the west side of Upper James Street from Rymal Road to Christopher Drive under the Local Improvement Act at an estimated cost of \$82,400., with a City's share of \$44,524. to be financed from the 1994 Capital Levy (Account Centre No. CH 22002) and the balance of \$37,876. being the Owner's share to be financed by the issuance of debentures for a period not to exceed 20 years. It is further recommended that application be made to the Regional Municipality of Hamilton-Wentworth to issue debentures in the amount of \$37,876. for a term not to exceed 20 years for the above project.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 1994 Capital Budget includes a provision for the City's share of Local Improvements in the gross amount of \$630,000. with a Provincial subsidy of \$158,000. and a balance of \$472,000. to be financed from the 1994 Capital Levy. The City's Share of Local Improvements approved in 1994 including this recommendation, amounts to \$79,524. The issuance of debenture for this project will not exceed the City's prescribed debt limit as outlined in the Municipal Act.



**BACKGROUND:**

This item is to be considered by the Transport and Environment Committee on 1994 June 27. The details of this project are outlined in the attached letter from D. Lobo, Director of Public Works, dated 1994 May 31.

NRA:jc  
Attach.

- c.c. K. Christenson, Secretary, Transport and Environment Committee  
D. Lobo, Director of Public Works, Attention: R. Meiers  
P. Noé Johnson, City Solicitor, Attention: S. Riley  
G.W. Lawson, Treasurer and Commissioner of Finance, Region, Attention: G. Davis  
D.Y. Onishi, Director of Design and Construction, Roads Department, Region  
V.J. Abraham, M.C.I.P., Director of Local Planning

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

TREASURY	
1994 JUN 1	
ROUTE	REC'D
A.C.P.	
U.M.	
T.C.	
S.D.	
A.N.	

*Adm*

**DATE:** 1994 May 31

**REPORT TO:** Mr. Kevin Christenson  
Secretary, Transport and Environment Committee

**FROM:** Mr. D. Lobo  
Director of Public Works

**SUBJECT:** Proposed Construction of an Independent Concrete Sidewalk on the West Side of Upper James Street from Rymal Road to Christopher Drive

**RECOMMENDATION:**

- a) That the construction of an independent concrete sidewalk on the west side of Upper James Street from Rymal Road to Christopher Drive proceed as a local improvement pursuant to Section 12 of the Local Improvement Act at an estimated gross cost of \$82,400 with a City's Share of \$44,524 and Owner's Share of \$37,876 all as provided in the 1994 portion of the 1994 - 2003 Capital Budget; and,
- b) That the Finance and Administration Committee be requested to recommend a source of funding for this Capital Project; and,
- c) That the Commissioner of Transportation/Environmental Services be authorized to construct these works on behalf of the City once all the necessary approvals have been received; and,
- d) That the City Clerk and City Treasurer be directed to give the necessary notice of City Council's intention to undertake these works.

  
\_\_\_\_\_  
D. Lobo,  
Director of Public Works

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed works are to be rated in accordance with the normal practice. Provision has been made for these works in the 1994 - 2003 Capital Budget. The estimated cost per metre for an independent concrete sidewalk is \$91.67. If approved, the project will reduce the balances available in the City's Share to \$585,476 and the Owner's Share to \$672,124.

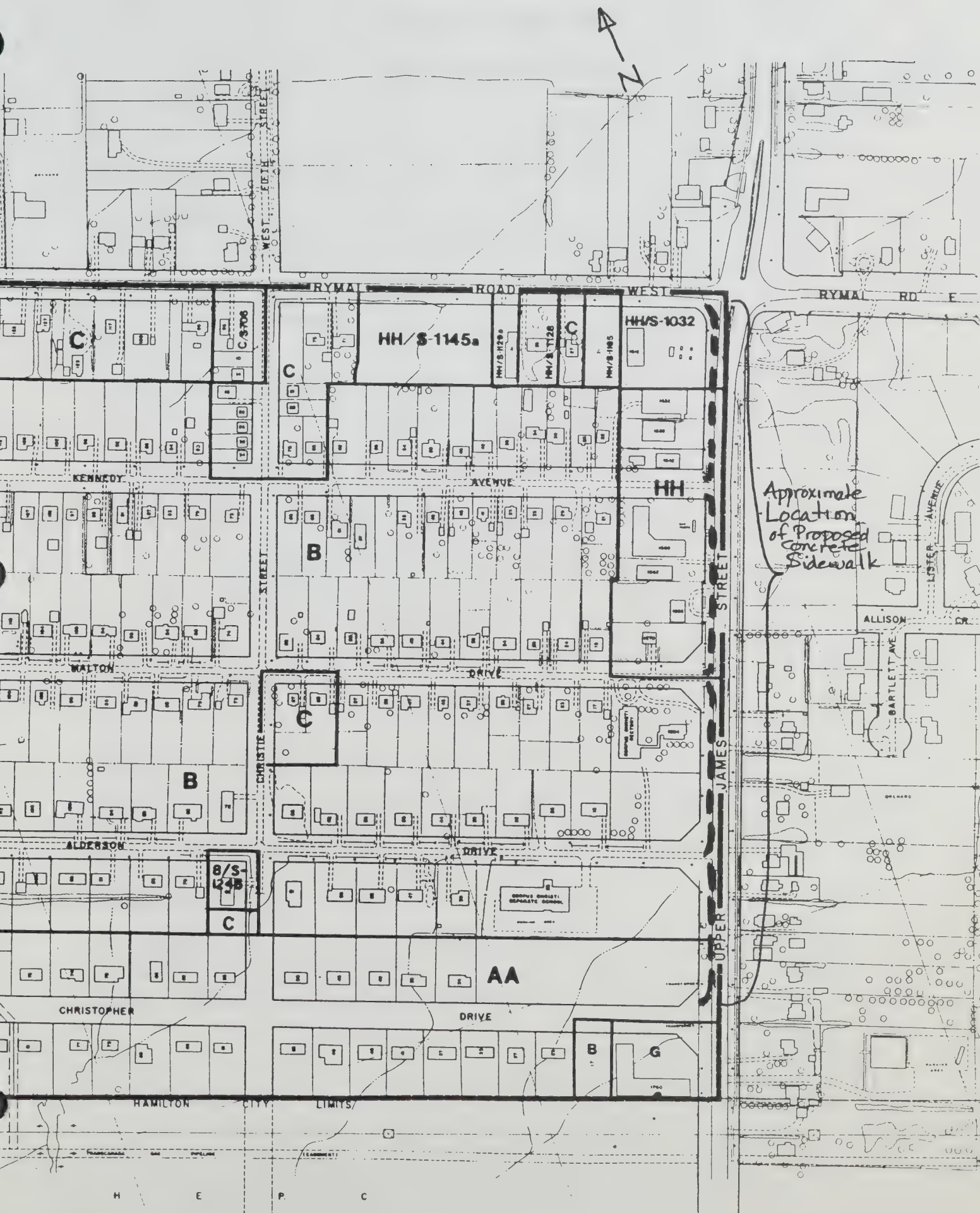
*585,476*

**BACKGROUND:**

The area of Upper James and Rymal has been developing to the extent that there are more attractions for pedestrians from the residential areas south of Rymal Road and west of Upper James Street. Therefore, it would be prudent to construct a concrete sidewalk to provide a safe path for these pedestrians. The location of the proposed work is shown on the attached plan.

RPM/jdh  
Attch.

cc: J. J. Schatz, City Clerk  
P. Noé Johnson, City Solicitor  
**Attention: S. Riley**  
A. Ross, City Treasurer  
**Attention: N. Adhya**  
G. W. Lawson, Commissioner of Finance  
V. J. Abraham, M.C.I.P., Director of Local Planning  
S. Reeder, Secretary of Finance and Administration Committee  
D. Y. Onishi, Director of Design and Construction, Roads Department







H.  
(iv)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 16

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** City's Share of Services related to Subdivisions

**RECOMMENDATION:**

That the City's share of services in the following subdivisions:

- (1) Highridge South - Phase 2 at a cost of \$9,869.80;
- (2) Rose Gardens - Phase 2 at a cost of \$29,602.00; and
- (3) Sandrina Gardens - Phase 2 at a cost of \$52,680.00,

for a total of \$92,151.80, be financed from Centre No. CH 00107 - "Reserve for Services Through Unsubdivided Lands".

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net amount to be financed for all 1994 projects related to subdivision expenditures, including this recommendation, is \$169,163.54. The 1994 Capital Budget includes a provision of \$1,236,000 for the City's share of subdivision expenditures in 1994.

**BACKGROUND:**

The Transport and Environment Committee will be considering this report at their meeting of 1994, June 20. The details of the project cost is outlined in the letter of Mr. E.M. Gill, Senior Director, Roads Department, dated 1994, June 10.

NRA:jc  
Attachment

c.c. E.M. Gill, Senior Director, Roads Department  
K. Christenson, Secretary, Transport and Environment Committee  
D.W. Vyce, Director of Property

# CITY OF HAMILTON

## -RECOMMENDATION-

JUN 10 1994

DATE: 1994 June 7  
 S701-69 P. Strong  
 S708-75 M.J. Inrig  
 S718-81 M.J. Inrig  
 S719-72 P. Strong

REPORT TO: K. Christenson, Secretary  
 Transport and Environment Committee

FROM: E.M. Gill, P.Eng.  
 Senior Director  
 Regional Roads Department

SUBJECT: 1994 Servicing Expenditures Related to Subdivisions (R-94-48)

TREASURY		
1994 JUN 16		
ROUTE	REC'D	
A.C.R.		
I.R.H.		
N.R.A.		
T.W.D.		
T.B.		
G.D.		
A.N.		

### RECOMMENDATION:

- a i) That the submitted schedules of works be adopted for inclusion in the Subdivision Agreement with the Owners for the estimated costs of services in;

#### " ARROWHEAD HEIGHTS OF RYMAL - PHASE 1 ", Hamilton

City's Share \$ -NIL-

Owner's Share \$ 86,044.59

#### " HIGHRIDGE SOUTH - PHASE 2 ", Hamilton

City's Share \$ 9,869.80

Owner's Share - \$ 589,128.90

#### " ROSE GARDENS - PHASE 2 ", Hamilton

City's Share \$ 29,602.00

Owner's Share - \$ 165,458.00

#### " SANDRINA GARDENS - PHASE 2 ", Hamilton

City's Share \$ 52,680.00

Owner's Share \$ 277,808.00

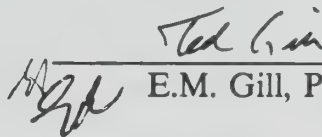
- ii) That the Mayor and City Clerk be authorized and directed to execute the proposed Subdivision Agreements with the Owners of "Arrowhead Heights of Rymal - Phase 1", Hamilton, "Highridge South - Phase 2", Hamilton, "Rose Gardens - Phase 2", Hamilton and "Sandra Gardens - Phase 2", Hamilton, as well as any other related documents required for these Subdivisions subject to the approval of the City Solicitor.
- iii) That the approval of the above-noted clauses be subject to the condition that no work be commenced until the Final Plans and Subdivision Agreements have been registered.

cont'd...

**1994 Servicing Expenditures Related to Subdivisions (R-94-48)**

cont'd...

- iv) That in the event the owners wish to proceed prior to registration of the Final Plan and Subdivision Agreement they be allowed to do so at their own risk provided they enter into a standard agreement with the City of Hamilton for pre-servicing.
- v) That the City's share of services in "Highridge South - Phase 2", Hamilton (\$ 9,869.80), "Rose Gardens - Phase 2", Hamilton (\$ 29,602.00) and "Sandrina Gardens - Phase 2" (\$ 52,680.00), Hamilton, be approved and that the Finance and Administration Committee recommend the source of funding for these projects.

  
\_\_\_\_\_  
E.M. Gill, P. Eng.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**"ARROWHEAD HEIGHTS OF RYMAL - PHASE 1"**

There is no City's share for this development.

**"HIGHRIDGE SOUTH - PHASE 2"**

The total estimated cost of the City's share to be approved at this time for "Highridge South - Phase 2" is \$ 9,869.80.

A portion of the City's share (\$ 7,566.80) is associated with extra depth asphalt on Upper Paradise Road. This share is in accordance with the City's current cost sharing policy where by the City pays for the portion of a local roadway which is over and above the standard cross sectional width and depth. The remainder of the City's share (\$ 2,303.00) is associated with fencing required along the rear of Lots 34 to 38 (inclusive) which are adjacent to City owned lands. Current policy requires the City to pay fifty percent of the cost of fencing adjacent to their lands. Both portions of the City's share described above are non-recoverable in the future.

**"ROSE GARDENS - PHASE 2"**

The total estimated cost of the City's share to be approved at this time for "Rose Gardens - Phase 2" is \$ 29,602.00.

A portion of the City's share (\$ 25,422.00) is associated with above ground municipal services on Cyprus Drive adjacent to lands outside the plan of subdivision. This portion of the City's share is in accordance with current cost sharing policies and is fully recoverable in the future.

Cont'd...



**1994 Servicing Expenditures Related to Subdivisions (R-94-48)**

cont'd...

The remainder of the City's share (\$ 4,180.00) is associated with fencing required along the rear of Lots 6, 7, 8, 21, 22 and 23 which are adjacent to City owned lands. Current policy requires the City to pay fifty percent of the cost of fencing adjacent to their lands. This portion of the City's share is non-recoverable in the future.

**" SANDRINA GARDENS - PHASE 2 ", Hamilton**

The total estimated cost of the City's share to be approved at this time for "Sandrina Gardens - Phase 2" is \$52,680.00 and is non-recoverable.

A portion of the City's share (\$10,661.15) is associated with extra width and extra depth of asphalt on Terni Boulevard. This portion is in accordance with the City's current cost sharing policy where by the City pays for the portion of a local roadway which is over and above the standard cross sectional width and depth.

The remainder of the City's share (\$42,018.85) is associated with the costs of installation of services for one half of the road adjacent to City lands. The City owned lands along Terni Boulevard were dedicated to the City of Hamilton, by DiCenzo Construction Company Limited, for the required Parkland dedication made under a draft plan condition for Sandrina Gardens, Hamilton.

**BACKGROUND:**

**" ARROWHEAD HEIGHTS OF RYMAL - PHASE 1 ", Hamilton**

As authorized at its meeting of August 8, 1993, City Council approved the draft plan for Arrowhead Heights of Rymal - Phase 1, Hamilton, by adopting Item No. 2 of the Planning and Development Committee Report, 14-93. The owners, F. Toth, A. DiFranco and A. Cocca, wish to proceed with this development at this time.

One of the conditions of draft plan approval requires the owners to enter into a Subdivision Agreement with the City of Hamilton in order to satisfy engineering and financial requirements of the City. The Development of Arrowhead Heights of Rymal - Phase 1 will result in the creation of 9 single family building Lots and extend Arrowhead Drive easterly.

The lands of Arrowhead Heights of Rymal - Phase 1 are located east of Upper Wentworth Street south of Rymal Road, in the Chapel East Neighbourhood.

cont'd...

## **1994 Servicing Expenditures Related to Subdivisions (R-94-48)**

cont'd...

### **"HIGHRIDGE SOUTH - PHASE 2"**

On 1992 July 28, City Council in adopting Item 8 of the Planning and Development Committee Report 13-92 approved the proposed draft plan for "Highridge South" subdivision under the condition that the Owner (Brusan Development Corporation) enter into a subdivision agreement with the City of Hamilton. "Highridge South - Phase 2" is a smaller phase of the original approved draft plan.

The development of "Highridge South - Phase 2" will result in the creation of eighty-one (81) single family residential lots and the establishment of two new streets (Eagleglen Way and Redtail Crescent). An estimate of costs has been prepared and it has been determined that there will be a City share of (\$ 9,869.00) as explained in the Financial Section of this report.

The lands of "Highridge South - Phase 2" are located on the east and west side of Upper Paradise Road, south of Rymal Road West in the Carpenter Planning Neighbourhood.

### **"ROSE GARDENS - PHASE 2"**

On 1990 April 10, City Council in adopting Item 19 of the Planning and Development Committee Report 8-90 approved the proposed draft plan for "Rose Gardens" subdivision under the condition that the Owner (Ideal Furniture Limited) enter into a subdivision agreement with the City of Hamilton. "Rose Gardens - Phase 2" is a smaller phase of the original approved draft plan.

The development of "Rose Gardens - Phase 2" will result in the creation of thirty-three (33) single family residential lots and the establishment of two new streets (Dolphin Place Way and Durrel Court). An estimate of costs has been prepared and it has been determined that there will be a City share of (\$ 29,602.00) as explained in the Financial Section of this report.

Under "Rose Gardens - Phase 2" subdivision the City will be recovering monies for existing above ground works installed on Cyprus Drive as part of the servicing for "Aspen West - Phase 4" subdivision. These services were previously paid by the City in accordance with the City's cost sharing policy. The City will recover monies through the mechanism of 0.30 metre reserves and the recovery will be shown under Schedule "G-b" of the City's subdivision agreement for "Rose Gardens - Phase 2".

cont'd...

**1994 Servicing Expenditures Related to Subdivisions (R-94-48)**

cont'd...

The lands of "Rose Gardens - Phase 2" are located on the west side of Upper Wentworth Street, south of the East/West Mountain Freeway in the Crerar Planning Neighbourhood.

**" SANDRINA GARDENS - PHASE 2 ", Hamilton**

As authorized by By-law 89-171, the Commissioner of Planning approved the draft plan for Sandrina Gardens - Phase 2, subject to certain conditions.

One of the conditions of draft plan approval requires the owner to enter into a Subdivision Agreement with the City of Hamilton in order to satisfy engineering and financial requirements of the City. The Development of Sandrina Gardens - Phase 2 will result in the creation of 58 street townhouse units along with 14 single family building Lots.

The lands of Sandrina Gardens - Phase 2 are located on the west side of Upper Gage Avenue south of Rymal Road East, in the Broughton West Neighbourhood.

*1.1.5m*  
*MJI/PS:* 

cc: A. C. Ross, City Treasury Department

cc: Councillor D. Ross, Chairman, Finance and Administration Committee

cc: S. Reeder, Secretary, Finance and Administration Committee



1994 SUBDIVISION EXPENDITURE SUMMARY

Schedule "A"

Name of:

- SUBDIVISION
- DEVELOPER
- CONSULTANT
- SURVEYOR

CITY'S SHARE  
OF EXPENDITURES

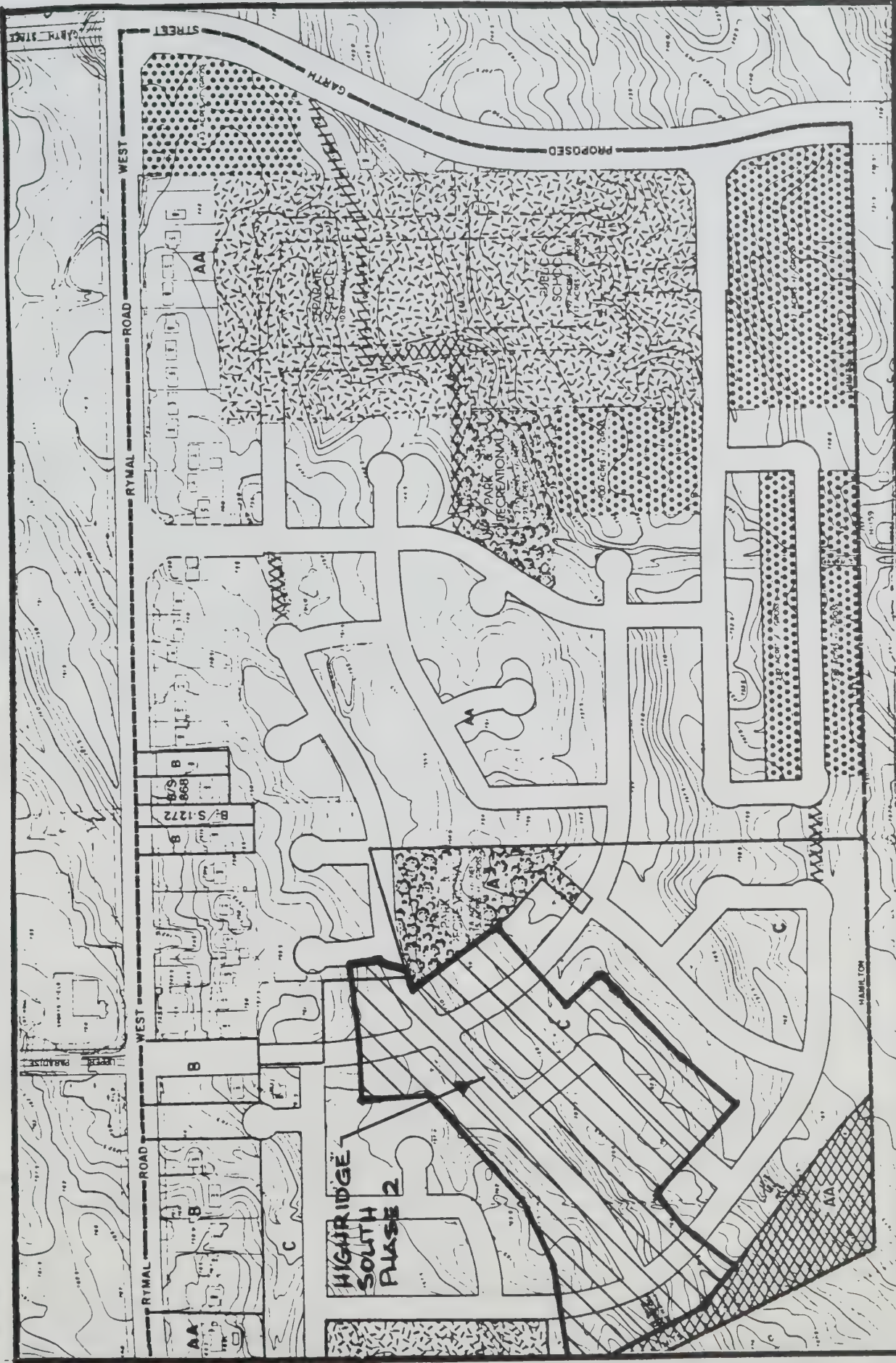
	# OF LOTS and LOCATION	SUBDIVISION AGREEMENT AUTHORIZATION	DESCRIPTION OF WORKS	0.3 METRE RESERVE COSTS	NON-RECOVERABLE & OVERSIZED COSTS	TOTAL CITY'S SHARE	TOTAL SUBDIVIDER'S SHARE	TOTAL SERVICING COSTS
ARROWHEAD HEIGHTS OF RYMAL - PHASE 1 F. TOTH, A. DIFRANCO & A. COCCA VENDITTI ENGINEERING LTD. A.T. MCLAREN LIMITED FILE NO. S701-69-P. STRONG	9 LOTS HAMILTON	Council 93-08-31 ITEM 2 P+D Report	Catch Basins & Connections Curbs & Sidewalks Finished Roads Dead End Barricade Street Lighting Seeding/Sodding Sewers & Watermain	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00	\$86,044.59	\$86,044.59
HIGHRIDGE SOUTH - PHASE 2 BRUSAN DEV. CORP. PARKER CONSULTANTS J.D. BARNES FILE NO. S708-75 M.J. INRIG	81 LOTS HAMILTON	Council 92-07-28 P&D 13-92 ITEM 8	Catch Basins & Connections Curbs & Sidewalks Finished Roads Dead End Barricade Fencing	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$7,566.80 \$0.00 \$2,303.00	\$9,869.80	\$589,128.90	\$598,998.70
ROSE GARDENS - PHASE 2 IDEAL FURNITURE LIMITED A.J. CLARKE AND ASSOC. LTD. B. J. CLARKE, O.L.S. FILE NO. S718-81-M. INRIG	33 LOTS HAMILTON	Council 90-04-10 P&D 8-90 ITEM 19	Catch Basins & Connections Curbs & Sidewalks Finished Roads Dead End Barricade Street Lighting Fencing	\$2,274.00 \$9,005.00 \$12,370.00 \$1,023.00 \$750.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$4,180.00	\$29,602.00	\$165,458.00	\$195,060.00
SANDRINA GARDENS - PH. 2 DICENZO CONSTRUCTION COMPANY LIMITED A.J. CLARKE & ASSOC. LTD. A.J. CLARKE, O.L.S. FILE NO. S719-72-P. STRONG	58 STREET TOWNHOUSE UNITS 14 LOTS HAMILTON	94-05-26 COMM. OF PLAN.	Catch Basins & Connections Curbs & Sidewalks Finished Roads Dead End Barricade Street Lighting Seeding/Sodding Sewers & Watermain	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3,793.04 \$3,586.65 \$10,661.15 \$1,014.16 \$750.00 \$32,875.00	\$52,680.00	\$277,808.00	\$330,488.00
TOTALS:				\$25,422.00	\$66,729.80	\$92,151.80	\$1,118,439.49	\$1,210,591.29

\* OVERSIZING EXPENDITURES are Non-Recoverable  
\* 0.3 METRE RESERVE EXPENDITURES are Fully Recoverable







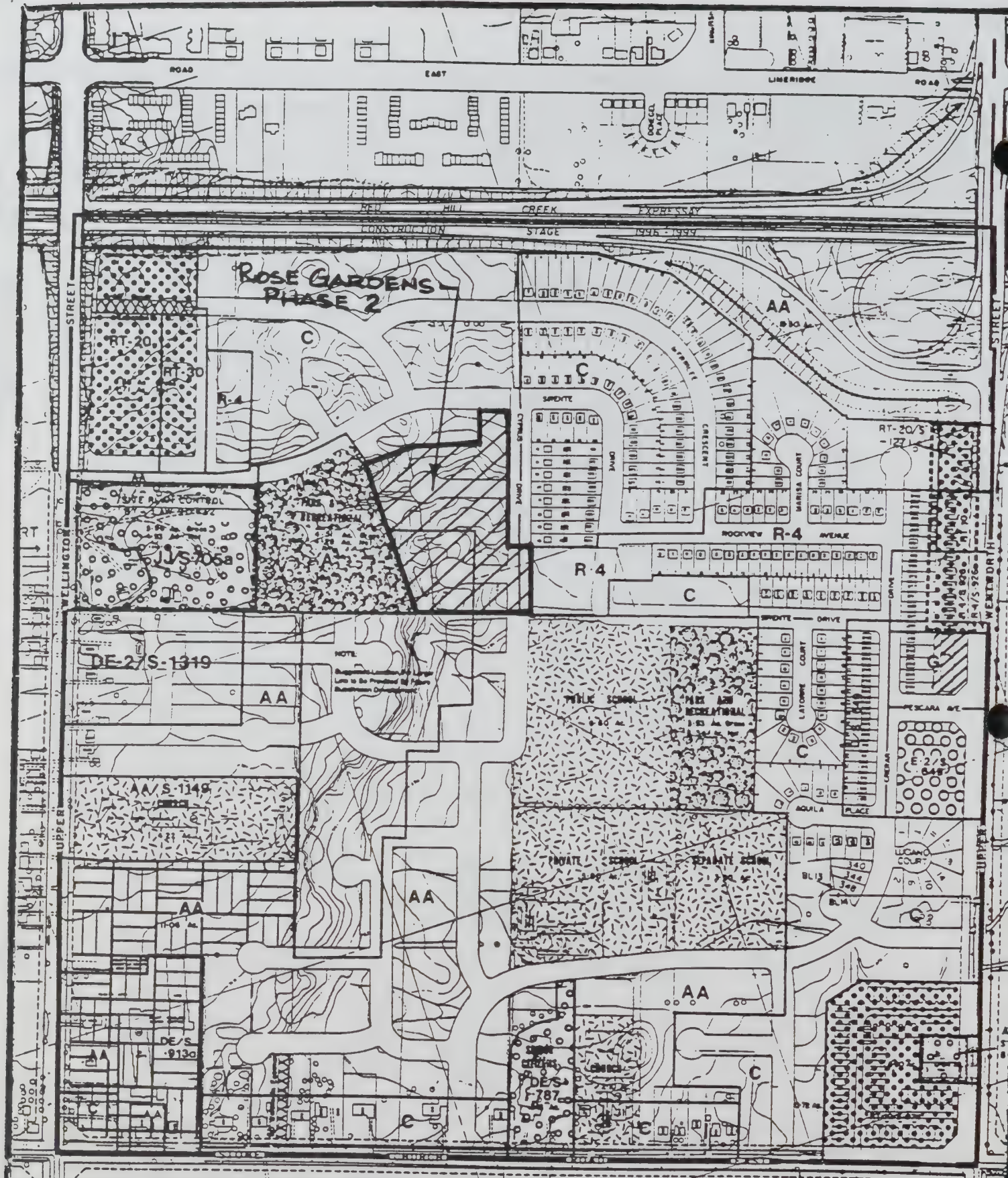


# KEY PLAN N.T.S.

APPROVED PLAN

CARPENTER





KEY PLAN

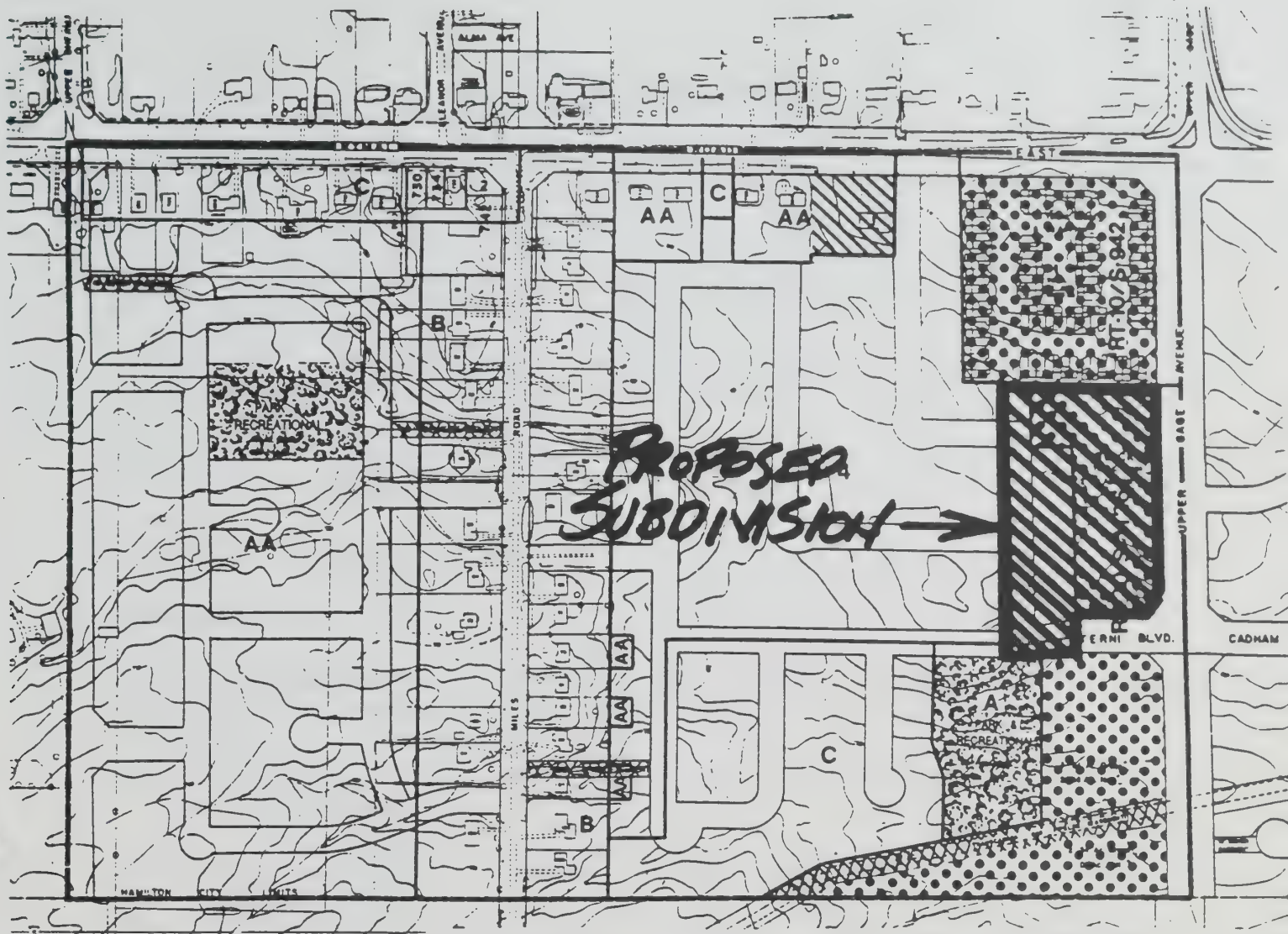


CREERAR

NTS

APPROVED PLAN





### LAND USE

#### RESIDENTIAL

- single & double
- attached housing
- low density apartments
- medium density apartments
- high density apartments
- commercial & apartments

- COMMERCIAL
- INDUSTRIAL
- CIVIC & INSTITUTIONAL
- PARK & RECREATIONAL
- OPEN SPACE
- UTILITIES

- Neighbourhood Boundary
- Zoning Boundary

Approvals

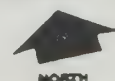
Planning Committee Nov. 10, 1976 Council Nov. 30, 1976

Latest Revision Date

CITY OF HAMILTON  
PLANNING DEPARTMENT

BROUGHTON WEST

APPROVED PLAN



SCALE  
0 50 m 100 m

"KEY PLAN"

SANDRINA GARDENS - PHASE 2





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

I.

**DATE:** 1994 May 19

**REPORT TO:** Alderman D. Ross, Chairperson & Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - Treasurer - Canada/Ontario Infrastructure Projects - report dated 1994 May 30
- (b) Information Report - City Solicitor - Provincial Offence Prosecutions and Property Standards - January 1994 to April 1994 - report dated 1994 May 17
- (c) Minutes of the meeting of the Keep Hamilton Clean Committee held 1994 May 4th.
- (d) Information Report - Treasurer - Properties to be advertised for Realty Tax Sale - report dated 1994 June 1.
- (e) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1994 April 30 - report dated 1994 May 31
- (f) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at 1994 April 30 - report dated 1994 May 31
- (g) Information Report - Treasurer - Proposed revision to City of Hamilton Realty and Business tax bills and other tax related forms - report dated 1994 June 5.
- (h) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1994 April 30 - report dated 1994 May 31
- (i) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at 1994 April 30 - report dated 1994 May 31



Page Two  
Information Items  
Finance and Administration Committee  
1994 June 20th

- (j) Information Report - Commissioner of Human Resources - Employment Equity Re-survey of City Boards, Commissions and Citizen Committees for 1992 - report dated 1994 May 25

*Sharon K. Reeder.*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND;**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure following for these matters is recorded.







# REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk

Robert C. Prowse, Clerk  
Michael A. Rallo, Deputy Clerk

June 8, 1994

Mr. J. Schatz, Clerk  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8P 1H4

Dear Mr. Schatz:

**Re: Health and Social Services Committee  
Report 10-94, Item 12**

Subjoined, please find Item 12 of Report 10-94 of the Health and Social Services Committee which was approved by Regional Council at its meeting held on Tuesday, June 7, 1994.

12. **Joint Report of the City of Hamilton and Regional Municipality of Hamilton-Wentworth Roomers and Boarders Task Force**
- a) That recommendations 1-28 as outlined in the Joint Report of the City of Hamilton and Regional Municipality of Hamilton-Wentworth Roomers and Boarders Task Force be received and referred to staff for a report on those recommendations under Regional jurisdiction;
  - b) That the Joint Report be forwarded to the City of Hamilton Finance and Administration Committee and City Council for consideration;
  - c) That, following consideration of this Joint Report by the City of Hamilton Council, the report be brought back to the Health and Social Services Committee for consideration;
  - d) That the Task Force report be forwarded to the Area Municipalities for information.
- Item 3.1**

OFFICE

REC. BY...

REF'D TO

REF'D TO

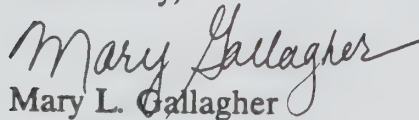
REF'D TO

ACTION: F.Y.A.

3.

I draw your attention to subsection b) of the recommendation which requires action by the City of Hamilton's Finance and Administration Committee. Your assistance in ensuring that this item appears on an upcoming Agenda for Committee's consideration is appreciated. Should you require further information, please do not hesitate to contact the writer.

Yours truly,

A handwritten signature in cursive script that reads "Mary Gallagher". The signature is written in dark ink and is positioned above the printed name.

Mary L. Gallagher  
Legislative Assistant

Encl.

**JOINT REPORT**  
**OF THE**  
**CITY OF HAMILTON**  
**AND**  
**REGIONAL MUNICIPALITY**  
**OF HAMILTON-WENTWORTH**  
**ROOMERS AND BOARDERS TASK FORCE**

Councillor Dominic Agostino  
Chairman  
Dino Zuppa  
Community Co-Chairman

May, 1994



## Acknowledgements

Appreciation is extended to the following people for their contributions to this report:

### Task Force Members

Councillor Dominic Agostino, Chairman  
Councillor Bob Charters  
Councillor Geraldine Copps  
Dino Zuppa, Community Representative At Large, Co-Chairman  
David King, Department of Health-Inspections (Region)  
Rosemary Foulds, Social Services-Policy and Income Maintenance (Region)  
Brian Allick, Building Department (City)  
Douglas Rose, Licensing Division (City Clerk's Department)  
Jim Winn, Fire Department (City)  
Victor Abraham, (Region and City)  
P.C. Reg Downer, Police Department  
Bill Medeiros, Rooming House Tenant  
Rick Singh, Tenant  
Sister Rita Bohnert, Food and Shelter Advisory Committee  
Peter Van Leeuwen, Roomers and Boarders Committee  
Suzanne Swanton, Housing Help Centre  
Shelley Rempel, Housing Help Centre  
John Winslow, Property Manager  
Mike Ollier, McQuesten Legal and Community Services  
Norma LaForme, United Disabled Consumers  
Sheona Wilson, Mental Health Rights Coalition

### Contributors

Lodging and Rooming House Tenants who participated in Study Group and Task Force meetings  
Sheila Stephen, Housing Help Centre  
Dr. Joel Goldberg, Hamilton Program for Schizophrenia  
Nigel Bull  
Ralph Ellis  
Andrea Newman  
Kevin Walker  
Ed Tyrell  
Fred Luis  
Roy Ward  
Sarah Todd  
Clerk's Department: Mary Gallagher, Ann-Marie Tollis, Aranka Toth

## Table of Contents

1.0	Recommendations .....	i
2.0	Introduction .....	1
3.0	Findings and Recommendations .....	3
3.1	Gaps in Definition .....	3
3.2	Inspections .....	9
3.3	Social Supports .....	12
3.4	Rights and Advocacy .....	14
4.0	Implementation .....	16
5.0	Process .....	17
6.0	Executive Summary .....	18
	Appendix A: Explanation of "Housekeeping" Recommendations .....	20
	Appendix B: Pamphlet for Distribution to Rooming House Tenants .....	22



REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Health and Social Services Committee  
Chairman- Councillor D. Agostino

P.O. Box 910, Hamilton, Ontario L8N 3V9

May 11, 1994

Refer to File No

Attention of

Your File No

Dear Members of Council

It is with a sense of accomplishment and urgency that the Roomers and Boarders Task Force submits this report for your consideration. The Task Force has met to discuss issues which affect the personal health and well being of Rooming/Lodging House Tenants. This report reflects these discussions, and recommends some actions which should be taken.

All of the recommendations are actions which can be undertaken locally. Prime amongst them is the need for systematic inspection of lodging houses. The definition of a lodging house should become consistent with the Ontario Fire Code definition of a rooming, boarding or lodging home. There are also recommendations with respect to support services, and education.

The Task Force consulted Rooming/Lodging House tenants while preparing this report. From those discussions we believe these recommendations are key to improving the personal health and well being of people who live in Rooming Houses. The Task Force has also recommended actions to assist in the implementation of this report.

Finally, as Chairman and Community Co-Chairman of this Task Force, we would like to commend the Task Force Members and those who helped in shaping these recommendations. There was a great deal of work done in a very short time. The spirit of co-operation is the reason this work was completed so quickly and effectively recognizing the urgency of the situation.

Yours truly

Councillor Dominic Agostino  
Chairman

Dino Zuppa  
Community Co-Chairman

## 1.0 Recommendations

### Comprehensive Definition

1. *That the definition of Lodging House in the Licencing ByLaw 93-069, Schedule 28, and the Zoning By-law 6593, be changed to conform with the Ontario Fire Code definition of Lodging, Boarding and Rooming Houses. The definition of a Lodging, Boarding and Rooming Houses is given on page 3 of the report.*
2. *That owners of unregulated houses be required to apply for a licence, once the definition of a lodging house is changed, if they qualify as lodging houses.*
3. *That Licencing By-Law 93-069, Schedule 28 be reviewed and eliminate duplication with other local by-laws.*
4. *That Licencing By-Law 93-069, Schedule 28, section 2(j) be revised to remove references to sex and age.*
5. *That the Health By-Law 4798 be repealed and the re-written Health By-Law be implemented.*

### Annual Inspections

6. *That the Licensing of Lodging houses, by the Licensing Division, be maintained. Renewals should be spread evenly throughout the year, with inspections occurring at the time of renewal.*
7. *That the Fire, Health and Building Departments send reports, as requested by the Licencing Division prior to the issuance of a licence and upon renewal. The inspections leading to the reports should be conducted evenly throughout the year.*
8. *That resources be allocated or increased to permit annual inspections by the Licensing and Health Departments. These inspections should be conducted evenly throughout the year.*
9. *That Licencing By-Law 93-069, Schedule 8, be revised to require the owners or operators of a lodging house to obtain a Certificate of Compliance, pursuant to the Property Standards By-law 74-74, from the Building Department for each lodging house, commencing in 1995, upon first renewal of those with an existing licence, when a new licence is issued, when a licence is transferred and every third anniversary thereafter.*



10. *That the licence fee be increased to \$250 to offset some of the cost of annual inspections.*
11. *That a list of emergency numbers (fire, health, building inspections) be posted by the owner or operator of the lodging/rooming house with the licence.*
12. *That all operators must attend a training session before a Licence is issued (first renewal, new applications and transfer of licences). The penalty for not attending would result in a delay in licence renewal and may result in a show cause hearing before the Licensing Committee. As part of this training session, an information package be provided to Landlords by the Licensing Division. There will be financial implications in conducting the training.*
13. *That the Licencing Division co-ordinate the first session with the Health Department, Social Services Department, Building Department and the Fire Department. Subsequent sessions are to be carried out by the latter four. Community agencies should be invited to participate in planning this session.*
14. *That the Licencing By-Law 93-069 be revised to require the landlord to provide each Lodging House Tenant be provided with a lockable personal mailbox.*
15. *That the revised Licencing By-Law 93-069 ensure all proper information is posted for the Tenants' use by sending a letter from the Licensing Division to all Licensed Lodging homes and doing followup inspections.*

### **Social Supports**

16. *That the Housing Help Centre explore a rating system for posted listings of Rooming/Lodging houses over and above the minimum as an aid to residents and discharge planners. To be effective, this listing would need to be circulated and updated on a regular basis.*
17. *That staff from the following agencies: the Departments of Social Services (Home Management) and Public Health Services (Nursing), Home Care, Family Services, Catholic Family Services (Budgeting), St. Matthew's House, Wesley Urban Ministries, the Ministry of Community and Social Services, the Mental Health Rights Coalition, St. Matthew's House, the Housing Help Centre, the CMHA and area correctional facilities, and the Hamilton Psychiatric Hospital, meet together to look at how their procedures may create barriers to services for people who live in Rooming/Lodging houses. This could be organized by the Department of Social Services.*

18. *That the Department of Public Health Services and Social Services, St. Matthew's House, the Housing Help Centre, the Canadian Mental Health Association, other mental health agencies and mental health planning agencies including the District Health Council and the Regional Psychiatry Planning Board meet with staff from area Correctional Facilities and the Hamilton Psychiatric Hospital to discuss discharge planning as it affects the rooming house community, particularly the three month followup period.*
19. *That the Department of Social Services and Health Services co-ordinate an in service meeting of front line health and social services workers and inspections staff. Front line MCSS workers should be involved as well. The purpose of the meeting should be to:*
  1. *share information about the role and responsibilities of each in the safety, security and health of people living in Rooming/Lodging houses.*
  2. *develop and implement strategies for collaboration between workers, and should be planned in conjunction with Recommendation 22.*

#### **Education**

20. *That the Continuing Legal Education pamphlet on rights of Roomers and Boarders together with an insert listing contacts for service be distributed to tenants living in rooming houses.*
21. *That this information be made available in places where rooming/lodging house tenants meet, and to people who work with rooming/lodging house tenants.*
22. *That an information forum take place for service providers who are likely to be working with tenants in rooming/lodging houses.*
23. *That the information to be communicated to landlords include an advisory that rooming/lodging houses are subject to the Landlord and Tenant Act, the Rent Control Act, the Rental Housing Protection Act, the Municipal Lodging Home Bylaw and may possibly be affected by Bill 120.*
24. *That a synopsis of the legislation be prepared for distribution to licensed landlords at Landlord training and/or at time of licensing or renewal of licence.*

25. *That the Federal Residential Rehabilitation Assistance Program be investigated as a source of funding to landlords who need to bring their rooming/lodging houses up to standard.*

### **Implementation**

26. *That the Department of Social Services be requested to apply for funding from the Canada Department of Employment and Immigration to hire a staff person for one year to co-ordinate all effected City/Regional Departments and Divisions.*
27. *That an Implementation Sub-Committee comprised of 5 members of the Task Force, with staff support, be formed for one year. The purpose of the Sub-Committee would be to follow up the activity of the City/Region staff and receive feedback from inspectors, licensers, tenants, landlords and all involved City/Regional Departments and Divisions.*
28. *That upon completion of the Implementation Sub-Committee's term, a Roomers and Boarders Advisory Committee be formed to report to Health and Social Services Committee. The Advisory Committee would continue to monitor the implementation of the recommendations, meeting four times annually.*



## 2.0 Introduction

The issue of housing conditions in Lodging and Rooming Houses is one which has come to the attention of Regional and City Councils before. At one time, Lodging houses were inspected annually in the City of Hamilton. In 1978, this practice ceased, when City Council directed Building Department staff to do inspections only in response to complaints. Since then, there have been few complaints about Lodging and Rooming Houses, but concerns about quality of houses has come from a number of groups.

In 1987, the Regional Food and Shelter Advisory Committee formed an ad hoc working group which completed an investigation of Rooming Houses and rooming house tenants in Hamilton. This study made recommendations designed to improve conditions. (*Rooming House Task Group Ad Hoc working Group of Food and Shelter Advisory Committee*) In 1991, the Housing Help Centre completed the Hamilton City Core Community Development/Rooming House Needs Assessment. To follow up, a Roomers and Boarders Committee was formed to address the issues raised. The Roomers and Boarders Committee presented three concerns to the Region's Health and Social Services Committee in 1993:

1. annual inspection of Lodging houses,
2. the provision of adequate support services, and
3. education about rights and responsibilities of Tenants and Landlords.

At the same time, Regional Government has been increasingly concerned about affordable housing and sustainable development in this community. Both were the subject of special Task Forces struck by the Regional Chairman. The Housing Task Force pointed to the need for made in Hamilton-Wentworth solutions to housing problems. It also identified people with special housing needs who were not well housed in the community. These included people with psychiatric and/or physical disabilities.

A study of housing costs of General Welfare Assistance clients, showed the majority of single tenants spend more than 50% of their benefits on shelter. The number of single people receiving General Welfare Assistance is also growing (over 10,000 people in 1994). There are many other single people in the community who have limited incomes. A number live in lodging and rooming houses and spend a large proportion of their income on rent. It is important too, that health, safety and building standards be maintained.

The Sustainable Development Task Force identified quality of life issues as part of its vision statement for the Regional Municipality. The health and well being of community members is to be addressed by a shift to health promotion and disease prevention by addressing factors in the physical and socio-economic environments and individual and community lifestyles that effect personal health and well-being. Many of the issues the



Task Force considered about lodging and rooming houses extended beyond building standards to include quality of life issues.

In this context, a Task Force on Roomers and Boarders was deemed timely by the Councils of the City of Hamilton and the Regional Municipality of Hamilton-Wentworth. The Task Force held its inaugural meeting in December 1993 and worked to produce this report by May of 1994.

The Task Force adopted the following Terms of Reference:

**Goal**

To ensure the safety, security and health of people living in rooming/lodging houses.

**Principles**

1. Priority be devoted to tasks which are within the power of the Task Force to accomplish, (rather than those which rely on changes to provincial legislation).
2. Sub groups of the Task Force should meet to look at specific issues and prepare recommendations for the full Task Force to review. Sub groups should include some Task Force Members not familiar with the issues, so they can learn more about them. They may also raise questions which put a different light on the issue, thus helping in resolving issues.
3. Recommendations from the Task Force will have the support of all members.

The first challenge faced by the Task Force was the differences in definitions and terminology. A discussion of the implications of this issue follow immediately.

### 3.0 Findings and Recommendations

#### 3.1 Gaps in Definition

There are several definitions and terms in use in the community:

The *Building Department* inspects **Lodging Houses**, as defined in the Municipal Zoning By-Law 6593 As Amended, on a complaints basis:

"A lodging house means a dwelling in which four or more persons are lodging for gain, with or without food and without separate cooking facilities, by the week or more than a week which is licensed as a lodging house." (81-27)

The *Licensing Division* of the Clerk's Department inspects **Lodging Houses**, as defined in Municipal Licensing By-Law 93-069, Schedule 28, on a complaints basis:

"A lodging house means a lodging house as defined in the licensing provisions of the Municipal Act, where sleeping accommodations is provided for four or more lodgers, and for the purposes of this by-law are classified as follows:

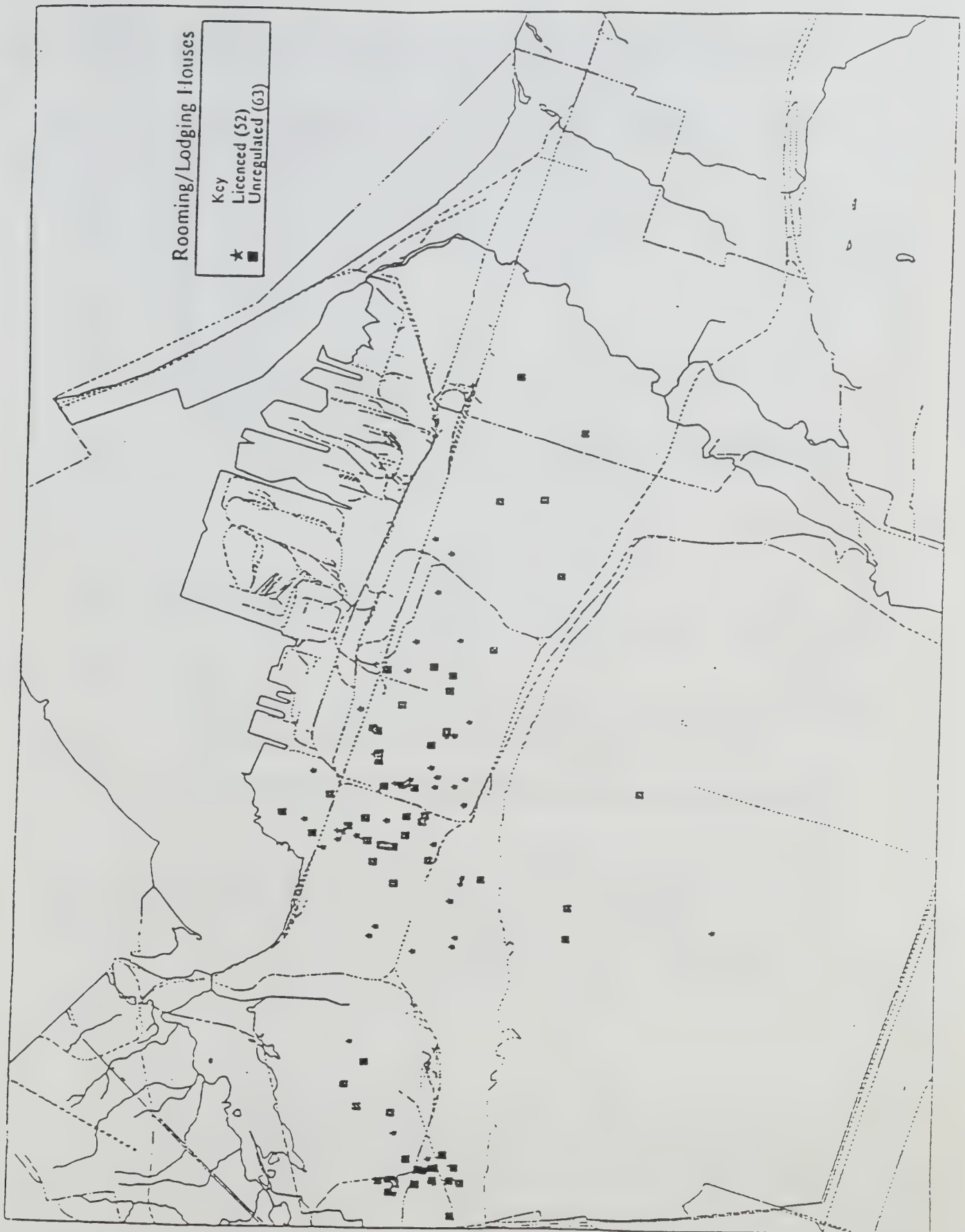
- (c) "ordinary lodging house", which means a lodging house primarily intended or used as a dwelling, where persons are harboured, received or lodged for hire by the week or more than a week, but not for any period of less than a week, and are accommodated without any separate kitchen, kitchenette or kitchen sink, but excepting a hotel, private hospital, public or private home for the aged, children's home or boarding school". ((a) and (b) define hostel and second level lodging home, not considered in this study.)

The *Fire Department* inspects **Lodging, Boarding and Rooming Houses**, as defined by the Ontario Fire Code, annually. A Rooming House is when lodging is provided for more than 3 persons who share cooking or bathroom facilities.

The *Housing Help Centre* lists **rooms** for rent as defined by the landlord offering the room.

The City of Hamilton licences just over 50 lodging houses. The Fire Department inspects over 100 premises on an annual basis. The Housing Help Centre has developed a data base which includes Lodging Houses, Rooming Houses and Rooms. Information from the data base permits comparison of Licensed Lodging Houses and those not regulated by the City. The Task Force reviewed the information to find out the differences between the two groups. In the discussion below, Lodging Houses are referred to as Licensed Houses. Rooming Houses and Rooms are referred to as Unregulated.

The Map on the following page shows the distribution of Licensed and Unregulated Houses. There are parts of the City where both are quite concentrated, particularly along Barton Street and James Street and around McMaster University. Along James and Barton, the number of Licensed and Unregulated facilities is roughly equal. The majority of the houses around the university are unregulated.





The table below illustrates the difference between licensed and unregulated houses. On average licensed lodging houses are larger and have lower rents:

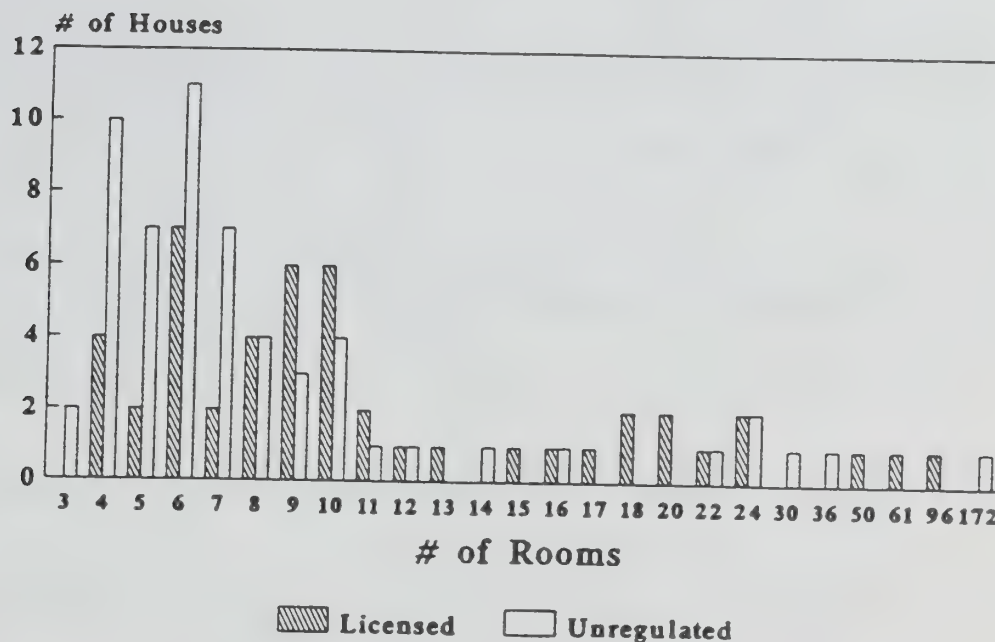
Table 1: Comparison of Licensed and Unregulated Data

	Licensed	Unregulated	Total
Houses	52	63	115
Rooms			
# recorded	49	59	108
Total	690	670	1,360
Average/House	14	11	25
Rents			
# recorded	20	21	41
Average (\$/month)	\$270	\$275	\$273
Building Type			
# Recorded	44	49	93
House/Semi	25	33	58
Tavern	13	8	21
Low Rise	1	0	1
High Rise	0	1	1
Storefront	5	5	10
Building	0	1	1
Residence	0	1	1

Unregulated houses are most frequently located in houses (2/3 of those recorded). Licensed houses are most commonly located in houses, but 30% are part of a tavern.

The graph following illustrates the number of licensed and unregulated houses by size. Unregulated houses tend to be smaller or larger than licensed houses. This data does not suggest significant qualitative differences between licensed and unregulated houses.

## Rooming Houses (by number of rooms)



Finally, some inspections were undertaken. Personnel from the Licensing Department inspected six of the unregulated facilities, with the following results:

- 2 were found to be subject to licensing and have applied since the inspection
- 3 were not subject to licensing because there were less than four tenants resident
- 1 was not inspected because it was not possible to gain entry

The Fire Department investigated 12 addresses, with the following results:

- 3 were found to be rooming houses as defined by the Ontario Fire Code
- 8 were found not be rooming houses as defined by the Ontario Fire Code
- 1 address did not exist

There are extensive differences in the number of houses, based on definition. An ideal solution would be to have a uniform definition of a rooming house to apply to all situations. The Task Force recommends local action be taken to change the definition:

1. *The definition of Lodging House in the Licencing ByLaw 93-069, Schedule 28, and the Zoning By-law 6593, be changed to conform with the Ontario Fire Code definition of Lodging, Boarding and Rooming Houses. The definition of a Lodging, Boarding and Rooming Houses is given on page 3 of the report.*

2. *That owners of unregulated houses be required to apply for a licence, once the definition of a lodging house is changed, if they qualify as lodging houses.*

The Task Force also learned about overlaps in by-laws which permit duplication of services. This situation has arisen mainly because of changes to the by-laws and new provincial legislation which have been introduced over time. While this might be seen as housekeeping issues, any review of by-laws should eliminate overlaps and duplication:

3. *That Licencing By-Law 93-069, Schedule 28 be reviewed and eliminate duplication with other local by-laws.*
4. *That Licencing By-Law 93-069, Schedule 28, section 2(j) be revised to remove references to sex and age.*
5. *That the Health By-Law 4798 be repealed and the re-written Health By-Law be implemented.*

For a discussion of these by-laws and the needed changes, please see Appendix A.

Having dealt with the issue of definitions, the remainder of this report will refer to Rooming/Lodging Houses.



### 3.2 Inspections

As has already been noted, inspections by the Health, Building and Licensing Departments are done only in response to a request or complaint. The Fire Department does annual inspections for fire code conformity. *There are few requests for inspections of rooming/lodging houses.*

Each Department has a procedure to follow to ensure standards are enforced, which includes court action and fines. Further, inspectors advise their counterparts in other Departments when there is a problem which is outside their jurisdiction. In the Task Force's opinion, this system of controls and networking is adequate to keep on top of the situation, *provided the complaints mechanism is used or there are annual inspections.*

There are several reasons tenants in Rooming/Lodging houses do not complain. First, tenants generally are reluctant to complain because they are concerned about their security of tenure. This is particularly true of people who live in Rooming/Lodging houses. Second, tenants who participated in the Task Force told the Task Force the people who live in Rooming/Lodging houses often do not have a high opinion of themselves, and feel they may not have the right to complain. Third, generally complaints tend to come from tenants living in apartment buildings where there are tenant associations. This allows a degree of anonymity which is often not possible for tenants in Rooming/Lodging houses.

Because of this situation, the Task Force concluded that complaints-based inspections are not adequate to maintain standards in Rooming/Lodging houses, nor are they adequate to ensure the safety, security and health of people living in Rooming/Lodging houses.

It would seem the insurance industry may have reached the same conclusion. Task Force members looked into the issue of insurance for lodging and rooming houses. One factor used in setting the insurance rates is the regulatory climate in which the lodging and rooming houses operate. **The re-introduction of annual inspections could help landlords in negotiating their insurance policies.**

For these reasons, the Task Force recommends the re-institution of annual inspection of lodging and rooming houses by the Licensing, Health and Building Departments:

6. *The Licensing of Lodging houses, by the Licensing Division, be maintained. Renewals should be spread evenly throughout the year, with inspections occurring at the time of renewal.*



7. *That the Fire, Health and Building Departments send reports, as requested by the Licencing Division prior to the issuance of a licence and upon renewal. The inspections leading to the reports should be conducted evenly throughout the year.*
8. *That resources be allocated or increased to permit annual inspections by the Licensing and Health Departments. These inspections should be conducted evenly throughout the year.*

The Task Force looked at the cost of inspections, to compare with the licence fee (\$150/year), and to understand the impact on Departmental budgets. The inspections by the Licensing Department are in the neighbourhood of \$75 per house.

The Building Department's cost depends on the method used to complete the inspection. One method is to require a Certificate of Compliance for each lodging/rooming house. The basic cost of this certificate is \$220, plus \$20 per resident. To apply this charge, Licencing By-Law 93-069, Schedule 8, would need to be revised to require a Certificate of Compliance. If the By-Law is not revised, an annual inspection is estimated at \$210 for each house. The second method does not include the costs of enforcement, so the \$210 should be viewed as a minimum fee.

The Health Department estimates that regular inspections would cost in the range of \$100 per inspection per premises based on an annual minimum of four (4) inspections per year. These costs are exclusive of additional enforcement costs (i.e. litigation costs). Four inspections per premises per year will keep enforcement costs down as is generally the case with ongoing proactive regulatory activities. Should a minimum inspection frequency of once a year be implemented, attendant enforcement costs would be considerably higher.

In its discussions, the Task Force considered the cost of annual inspections, and the current situation, where inspections are only done in response to a complaint and chose a middle course. The following is recommended:

9. *That Licencing By-Law 93-069, Schedule 28, be revised to require the owners or operators of a lodging house to obtain a Certificate of Compliance, pursuant to the Property Standards By-law 74-74, from the Building Department for each lodging house, commencing in 1995, upon first renewal of those with an existing licence, when a new licence is issued, when a licence is transferred and every third anniversary thereafter.*
10. *Increase the licence fee to \$250 to offset some of the cost of annual inspections.*

Coupled with the recommendation to change the definition of a lodging house, the Task Force believes these recommendations will bring a consistent practice of standards inspection.

The Task Force looked for opportunities to educate landlords and tenants to help to achieve the goal of tenant safety and security. Some of these can be addressed through the inspections and licensing process. The Task Force recommends the following additions to Licencing By-Law 93-069:

11. *That a list of emergency numbers (fire, health, building inspections) be posted by the owner or operator of the lodging/rooming house with the licence.*
12. *That all operators must attend a training session before a Licence is issued (first renewal, new applications and transfer of licences). The penalty for not attending would result in a delay in licence renewal and may result in a show cause hearing before the Licensing Committee. As part of this training session, an information package be provided to Landlords by the Licensing Division. There will be financial implications in conducting the training.*
13. *The Licensing Division should co-ordinate the first session with the Health Department, Social Services Department, Building Department and the Fire Department. Subsequent sessions are to be carried out by the latter four. Community agencies should be invited to participate in planning this session.*

Tenants who participated in the Task Force said lockable personal mail boxes were critical to tenant safety and security. This would help to ensure tenants receive their mail, especially any cheques they receive. The Task Force recommends:

14. *Licencing By-Law 93-069 be revised to require the landlord to provide each Lodging House Tenant with a lockable personal mailbox.*

The Task Force also recommends:

15. *That the revised Licencing By-Law 93-069 ensure all proper information is posted for the Tenants' use by sending a letter from the Licensing Division to all Licensed Lodging homes and doing followup inspections.*



### 3.3 Social Supports

The Task Force recognizes the health and well-being of tenants in Rooming/Lodging Houses depends on a number of factors. Housing quality and safety are important. Social networks and basic life skills are also important. As has been discussed earlier in this report, tenants who live in Rooming/Lodging Houses are reluctant to seek assistance. Tenants and service providers on the Task Force identified two obstacles.

First, most agencies have admission criteria and waiting lists. This is a barrier for everyone who seeks service (clearly waiting lists are not the first choice of service providers either). Some people who move into Rooming/Lodging houses have been discharged from the Hamilton Psychiatric Hospital or a Correctional Facility where they have had access to some services. When they move, they may urgently need services, in order to be able to live in the community. First, they need to establish an address. Selecting suitable accommodation is a challenge for some because many of these tenants have not been living in the community and may not be aware of what is available in the community. Second, these new tenants may urgently need to develop skills (eg. budgeting, food preparation, opportunities for socializing) to live in their accommodation. Finally, over time, there may be need for support services to sustain these tenants in their homes (for instance, to help someone with a psychiatric disability to avoid a crisis, and thereby keep their housing).

These services are needed in a context of provincial mental health reform and financial restraint. There is a concern about reductions to followup and outpatient services. This points to a need to rethink how services might be provided to Rooming/Lodging House Tenants. To address these issues, the Task Force recommends the following:

16. *The Housing Help Centre explore a rating system for posted listings of Rooming/Lodging houses over and above the minimum as an aid to residents and discharge planners. To be effective, this listing would need to be circulated and updated on a regular basis.*
17. *Staff from the following agencies: the Departments of Social Services (Home Management) and Public Health Services (Nursing), Home Care, Family Services, Catholic Family Services (Budgeting), St. Matthew's House, Wesley Urban Ministries, the Ministry of Community and Social Services, the Mental Health Rights Coalition, St. Matthew's House, the Housing Help Centre, the CMHA and area correctional facilities, and the Hamilton Psychiatric Hospital, meet together to look at how their procedures may create barriers to services for people who live in Rooming/Lodging houses. This could be organized by the Department of Social Services.*

18. *That the Department of Public Health Services and Social Services, St. Matthew's House, the Housing Help Centre, the Canadian Mental Health Association, other mental health agencies and mental health planning agencies including the District Health Council and the Regional Psychiatry Planning Board meet with staff from area Correctional Facilities and the Hamilton Psychiatric Hospital to discuss discharge planning as it affects the rooming house community, particularly the three month followup period.*

Second, tenants in rooming/lodging houses typically learn about services through the people they meet in their daily activities. It is usually after building a relationship with people that they begin to discuss their needs. Front line contacts are therefore very important in providing information, support and advocacy for people who live in rooming/lodging houses. The Task Force recommends the following:

19. *The Department of Social Services and Health Services co-ordinate an in service meeting of front line health and social services workers and inspections staff. Front line MCSS workers should be involved as well. The purpose of the meeting should be to*
  1. *share information about the role and responsibilities of each in the safety, security and health of people living in Rooming/Lodging houses.*
  2. *develop and implement strategies for collaboration between workers, and should be planned in conjunction with Recommendation 22.*



### 3.4 Rights and Advocacy

Tenants and Landlords of Rooming/Lodging houses enjoy the rights and responsibilities of the Landlord Tenant Act. Legal rents may also be established through the Rent Registry. The Task Force agreed both tenants and landlords should be aware of their rights and responsibilities. The challenge is to communicate the information. That Task Force concluded strategies to educate rooming/lodging house tenants and landlords need to be targeted to increase the chances of being effective. The following is recommended:

20. *That the Continuing Legal Education pamphlet on rights of Roomers and Boarders together with an insert listing contacts for service be distributed to tenants living in rooming houses (A copy of the pamphlet has been provided in Appendix B).*
21. *That this information be made available in places where rooming/lodging house tenants meet, and to people who work with rooming/lodging house tenants.*
22. *That an information forum take place for service providers who are likely to be working with tenants in rooming/lodging houses.*
23. *That the information to be communicated to landlords include an advisory that rooming/lodging houses are subject to the Landlord and Tenant Act, the Rent Control Act, the Rental Housing Protection Act, the Municipal Lodging Home Bylaw and may possibly be affected by Bill 120.*
24. *That a synopsis of the legislation be prepared for distribution to licensed landlords at Landlord training and/or at time of licensing or renewal of licence.*
25. *That the Federal Residential Rehabilitation Assistance Program be investigated as a source of funding to landlords who need to bring their rooming/lodging houses up to standard.*

The Task Force also looked at the issue of having the Social Services Department pay rent directly to Landlords. This is a voluntary arrangement which is available to people who receive General Welfare Assistance. In the view of the Task Force, direct payment of rent is not in the interests of the health and well being of tenants for a number of reasons:

2. When an agent pays rent, it does not support independent living in the community.
3. This would only affect Tenants who receive General Welfare Assistance and represents discrimination based on source of income which would be a violation of the Human Rights Code.

## 4.0 Implementation

The Task Force is very interested in participating in the implementation process. To this end, the following is recommended:

26. *That the Department of Social Services be requested to apply for funding from the Canada Department of Employment and Immigration to hire a staff person for one year to co-ordinate all effected City/Regional Departments and Divisions.*
27. *That an Implementation Sub-Committee comprised of 5 members of the Task Force, with staff support, be formed for one year. The purpose of the Sub-Committee would be to follow up the activity of the City/Region staff and receive feedback from inspectors, licensers, tenants, landlords and all involved City/Regional Departments and Divisions.*
28. *That upon completion of the Implementation Sub-Committee's term, a Roomers and Boarders Advisory Committee be formed to report to Health and Social Services Committee. The Advisory Committee would continue to monitor the implementation of the recommendations, meeting four times annually.*

## **5.0 Process**

### **Inaugural Meeting**

The Task Force was structured to include municipal employees, community members and municipal politicians. At the first meeting, members were invited to present issues of concern. The Task Force struck a sub-committee to develop Terms of Reference and a work plan for discussion at the second meeting.

### **Second Meeting**

The terms of reference and work plan were approved. There were four general areas of concern:

1. To examine the impact of the gaps in definitions and to recommend strategies to address these issues.
2. To recommend strategies to permit regular inspection of Lodging houses.
3. To recommend strategies to improve social supports to people living in Lodging houses.
4. To heighten the rights and advocacy potential of the existing system.

Members agreed to meet in study groups between full Task Force Meetings to address issues two through four. The study groups were to clarify issues and develop recommendations. Tenants living in lodging/rooming houses were encouraged to participate in study group meetings.

### **Third Meeting**

The Task Force examined the extent of the impact of gaps in definitions at its third meeting. It also began to review the recommendations of the study groups. The study groups agreed to meet again between full Task Force Meetings to refine their recommendations.

### **Fourth Meeting**

The Task Force gave final approval to the recommendations. It also reviewed and commented on a draft of the final report. A Sub-Committee was struck to prepare the final draft between the fourth and fifth meetings. A second sub-committee took on the task of recommending a strategy for monitoring followup to the recommendations.

### **Fifth Meeting**

The final draft was presented to the Task Force. The report was approved for presentation to the Health and Social Services Committee of Hamilton-Wentworth Regional Council and the Finance and Administration Committee of Hamilton City Council.



## 6.0 Executive Summary

This Roomers and Boarder Task Force was created in 1993, in response to a request from the Roomers and Boarders Committee. The Roomers and Boarders Committee presented several issues of concern, and asked they be dealt with by a Task Force. The Task Force held its inaugural meeting in December 1993 and worked to produce this report in early 1994.

The Task Force adopted the following Terms of Reference:

### Goal

To ensure the safety, security and health of people living in rooming/lodging houses.

### Principles

1. Priority be devoted to tasks which are within the power of the Task Force to accomplish, (rather than those which rely on changes to provincial legislation).
2. Sub groups of the Task Force should meet to look at specific issues and prepare recommendations for the full Task Force to review. Sub groups should include some Task Force Members not familiar with the issues, so they can learn more about them. They may also raise questions which put a different light on the issue, thus helping in resolving issues.
3. Recommendations from the Task Force will have the support of all members.

### Definitions

One of the challenges which faced the Task Force was deciding which Definition of a Rooming/Lodging House should be used in preparing its recommendations. The City of Hamilton licences just over 50 lodging houses. The Fire Department inspects over 100 rooming/lodging houses for Fire Code violations. The Housing Help Centre has over 100 addresses in its data base of rooms. On average licensed lodging houses are larger and have lower rent than unregulated houses. More than half of the rooming, boarding and lodging houses inspected by the Fire Department do not fit the definition of a lodging house used by the City Building Department or Licensing Division. Because of these differences in definition, it could be quite common for tenants to have the impression the standards were being enforced unevenly. The Task Force decided to recommend local measures which would bring more consistency in definition.

### Inspections and Standards

At one time, Lodging houses were inspected annually by the Fire and Building Departments. This changed in 1978, when inspections by the Building Department were done only in response to a request or complaint. The Fire Department continued and continues to do annual inspections of lodging and rooming houses. Since this change, the Inspectors have received very few complaints from tenants living in Rooming/Lodging houses. *Landlords might also find it easier to negotiate insurance if their buildings were inspected regularly.* Because of this situation The Task Force supports the annual report which address the need for annual inspections.

### **Social Supports**

The Task Force recognizes the health and well-being of Tenants in Rooming/Lodging houses depends on a number of factors. Housing quality and safety are important. Social networks and basic life skills are also important. The Task Force made recommendations to further improve the services which are available in the community.

### **Rights and Advocacy**

Tenants and Landlords of Rooming/Lodging houses enjoy the rights and responsibilities of the Landlord Tenant Act. Legal rents may also be established through the Rent Registry. Strategies to educate rooming/lodging house tenants and landlords need to be targeted to increase the chances of being effective.

c:\...\housing\rooming\final

## Appendix A

### Explanation of "Housekeeping" Recommendations

## **Explanation of "Housekeeping" Recommendations**

3. That Licencing By-Law 93-069, Schedule 28 be reviewed and eliminate duplication with other local by-laws.

Licencing By-law 93-069, Schedule 28, sets out the interpretation, licencing requirements, miscellaneous requirements and the conditions for inspection of lodging houses in the City of Hamilton. Some of the miscellaneous requirements, such as room size, are specified in the Ontario Building Code, and is thus unnecessary in Licencing By-Law 93-069, Schedule 28.

4. That Licencing By-Law 93-069, Schedule 28, section 2(j) be revised to remove references to sex and age.

It is the Task Force's understanding that collection of information about age and gender is a violation of Human Rights. To be consistent with the provincial code, owners of lodging houses should not be required to collect this information.

5. That the Health By-Law 4798 be repealed and the re-written Health By-Law be implemented.

Health By-Law 4798 directs the Health Department to inspect Rooming Houses. It was drafted many years ago. Since it was passed, some provisions have been eclipsed by other legislation. Recognizing this, this by-law was revised by City of Hamilton staff, at the direction of City Council. It is the Task Force's understanding the revised by-law has not been passed. This recommendation supports passage of the revised by-law.



Appendix B

Pamphlet for Distribution to Rooming House Tenants

## Eviction

### Can my landlord change my locks and make me leave?

No. Your landlord must give you written notice to evict you. The notice must say why the landlord wants you to leave. You have the right to fight the eviction in court.

**Only a judge** can evict you.  
**Only a sheriff** can change your locks.

If your landlord tries to evict you, get help right away!

### Where can I get help?

Go to a community legal clinic.  
You can get more information on your rights.  
You can get help with landlord problems.

The community legal clinic  
or legal aid office closest to you is:

This pamphlet has general information about the law. The law can change. If you have a specific problem, go to a community legal clinic or a lawyer.

Written and produced by: Parkdale Community Legal Services and  
Community Legal Education Ontario  
In cooperation with: Parkdale Project Read

CLEO receives funding from the Ontario Legal Aid Plan and Department of Justice Canada.

# Are You A Roomer Or A Boarder?

## Know Your Rights!

The law can protect you from

- illegal rent increases,
- evictions, and
- unfair rent charges.

Now you have the same rights  
as other tenants unless

- you share a kitchen or  
bathroom with the owner  
or the owner's family, or
- you live in a building  
with special government laws.

March 1993



ROBERT M. MORROW  
MAYOR



4.(a.)

June 10th, 1994

MEMO TO: Susan Reeder, Secretary  
Finance and Administration Committee

FROM: Mayor Robert Morrow

A handwritten signature in dark ink, appearing to be "RM", located to the right of the "FROM:" line.

RE: Hospitality for Organization of Canadian Symphony Musicians Benefit Concert for Ronald McDonald House at Hamilton Place

RECOMMENDATION:

The City of Hamilton host a light buffet dinner for the musicians participating in this benefit concert at Hamilton Convention Centre on Sunday, August 7th, 1994 for up to 120 participants at a cost of \$11.00 per person for a total of \$1,320.00 and to be charged to the Civic Receptions and Delegate Hosting Account CH 55314 84010.

BACKGROUND:

Hamilton is honoured to be chosen as the site for the O.C.S.M.-Organization of Canadian Symphony Musicians Conference to be held here from August 5th to the 7th at the Hamilton Convention Centre. The organization represents 1,500 members and 19 orchestras from Halifax to Victoria. Each year this conference is hosted by a member orchestra and in 1994 the host is the Hamilton Philharmonic. As part of the 1994 Conference, in order to raise the profile of the Hamilton Philharmonic Orchestra and of O.C.S.M. across the country, a special "Symphony Fantastique" is being presented at Hamilton Place to raise funds for the Ronald McDonald House. This is an excellent opportunity for the City of Hamilton to salute the cultural community and to recognize the great contribution made by philharmonic orchestras and other musical ensembles throughout Canada.

RMM:DC:tt







ROBERT M. MORROW  
MAYOR



L4. (b.)

June 10th, 1994

MEMO TO: Susan Reeder, Secretary  
Finance & Administration Committee

FROM: Mayor Robert M. Morrow

SUBJECT: THE ORDER OF SONS OF ITALY OF ONTARIO  
75TH ANNIVERSARY PUBLICATION

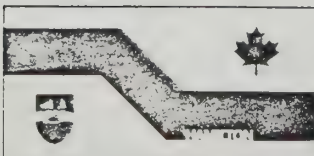
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RECOMMENDATION: That the City of Hamilton purchase one third of a page at a cost of \$850.00 to provide a message of congratulation on the occasion of the 75th Anniversary of The Sons of Italy. That the cost of this purchase be charged to the Advertising and Promotion Account No. CH56302-12001.

BACKGROUND: That in accordance with the request of Charles Macaluso, President of The Order of Sons of Italy Ontario, as per the attached information, that the City of Hamilton participate in this special publication honouring this distinguished organization in our community.

RMM/DC/pb.

Attach.



City Hall  
71 Main Street West, Hamilton, Ontario Canada L8N 3T4  
Telephone: (905) 546-2790  
Fax: (905) 546-3915 546-2448 (TDD Only)

# THE ORDER OF SONS OF ITALY OF ONTARIO

## Trieste Lodge No. 4



LIBERTY — EQUALITY — FRATERNITY

499 KING STREET EAST  
HAMILTON, ONTARIO  
L8N 1E1

JUN 1 1994

Robert M. Morrow - Mayor  
City Hall  
71 Main Street West  
Hamilton, Ontario L8N 3T4

Dear Mr. Morrow:

We are preparing for our 75th Anniversary. To note this occasion we have spent the last year researching and compiling information for a major four colour 120 page publication. This magazine is unique in that the entire book will be on the "Sons of Italy", its past, present and plans for the future. We will also highlight those of Italian Heritage who have achieved success in the arts, business and commerce.

"The Sons of Italy", and indeed all those of Italian Heritage, would be honoured by your financial participation (as the book must be completely self-sufficient) by way of a message in the opening section. Should you decide to participate we will of course need a full colour photograph along with your material.

All cheques should be payable to Amalgamated Industries who have been commissioned to complete this work for us. If further information is required, please contact Joe Kelly Amalgamated Industries (905-572-5989).

Your support will not go unnoticed and will be greatly appreciated.

Yours truly,

Charles Macaluso  
President

75th  
Anniversary

# Sons of Italy

A History - 1920-1995

## Format of Book

- Origin
- Purpose
- Present
- Future

## Theme and Purpose

The purpose of this proposed publication will be to:

- raise profile
- a detailed historical copy for the Archives
- as a personal memento for members and their families from the year  
1920 to 1995

## Achievement Section

- Sons of Italy achievements
- Community involvement and recognition
  - Individual achievement

## Membership Section

- A history of each participating member and their family .



# THE ORDER OF SONS OF ITALY OF ONTARIO

## Trieste Lodge No. 4



LIBERTY — EQUALITY — FRATERNITY

499 KING STREET EAST  
HAMILTON, ONTARIO  
L8N 1E1

Back Cover .....	\$2,800.00
Inside Back Cover .....	\$2,400.00
Inside Front Cover .....	\$2,400.00
Full Page .....	\$1,825.00
Two Thirds Page .....	\$1,275.00
Half Page .....	\$1,100.00
Third Page .....	\$ 850.00
Sixth Page .....	\$ 540.00

If your advertisement is not camera ready, add \$65.00 for design and layout.

SPOT COLOUR - Add \$400.00 • FOUR COLOUR - Add \$1,700.00

Plus G.S.T.

ROBERT M. MORROW  
MAYOR



4. (c)

June 9th, 1994

MEMO TO: Ald. Don Ross  
FROM: Mayor Robert Morrow *RM*  
SUBJECT: FIREFIGHTERS BAND PARTICIPATING  
IN THE GREY CUP PARADE 1994

As you know City Council has already approved \$18,000 for the band's participation. They require an additional \$12,000 because the original request was too low and did not reflect the true costs.

As a means of financing this shortfall, could we consider deferring the first payment of \$10,000 to the city for their property and part of the second payment.

/pb.

cc: Joe Pavelka, Chief Administrative Officer  
Patrice Johnson, Interim Director of Culture & Recreation Department  
and City Solicitor



City Hall  
71 Main Street West, Hamilton, Ontario Canada L8N 3T4  
Telephone: (905) 546-2790  
Fax: (905) 546-3915 546-2448 (TDD Only)



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5. (a.)

**DATE:** 1994 May 31

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. G. Pavelka, P. Eng.  
Chief Administrative Officer

**SUBJECT:** USARCO - State of Emergency 1993 September 23

**RECOMMENDATION:**

That as a result of experience acquired from the City's role in the 1993 September declared State of Emergency relating to the exposure of the public to mercury and other chemicals (the USARCO incident), the following recommendations relating to the City's Emergency Preparedness By-law and abandoned property generally, be approved:

- (a) That the City's Emergency Preparedness By-law (the "Municipal Emergency Plan", By-law 86-164) with respect to the area of Communication, Financial and further amendments, be revised to incorporate the following:

Communications:

- (i) That the Mayor (or Acting Mayor) be the designated spokesperson for the City of Hamilton in the event of a declared State of Emergency; and,
- (ii) That the Chief Administrative Officer and the Emergency Response Team, be authorized to:
- (1) Designate the appropriate municipal department or outside agency to be the lead technical resource for the Emergency; and,
  - (2) Where a municipal department is designated as the lead technical resource, the Emergency Response Team shall select the Spokesperson from the municipality to be the sole technical Spokesperson on the emergency under the direction of the Mayor; and,



1994 May 31

Susan K. Reeder, Secretary

Finance and Administration Committee

Page 2 - continued...

- (3) Where an outside agency is the lead technical resource, the Emergency Response Team shall work in conjunction with the lead technical resource and the Spokesperson designated by such outside agency shall be the sole technical Spokesperson on the emergency in conjunction with the Mayor; and,
- (4) Provide advice, where requested by the Mayor, on the extent of a State of Emergency intended to be declared, including the appropriate outside agencies to be consulted or notified, and the area of the emergency to be specified, if any; and,
- (iii) That press releases be prepared and released by the Mayor with the advice of the technical Spokesperson of the lead resource, namely the municipal department or outside agency , as the case may be; and,
- (iv) That where a declared State of Emergency affects schools or school students, that the Directors of Education for the Boards of Education be contacted as soon as possible about the State of Emergency. Each school board shall be requested to provide their emergency communication representatives to the Chief Administrative Officer for inclusion in the City of Hamilton Emergency Plan; and,
- (v) That where a declared State of Emergency affects matters related to the Hamilton Harbour, that the Hamilton Harbour Commission be contacted as soon as possible about the State of Emergency. The Hamilton Harbour Commission shall be requested to provide its emergency communication representatives to the Chief Administrative Officer for inclusion in the City of Hamilton Emergency Plan.

Financial:

- (vi) That in accordance with the City's Emergency (purchasing) Procedures (under the City's Purchasing Policies, two of three of the Mayor, the Chief Administrative Officer or Chairman of a Committee), - approval may be granted to incurring and payment of expenses necessary to fulfil the City's responsibilities in its response to a declared State of Emergency; and,

- (vii) That the City Treasurer be authorized to charge such expenses to the City's reserve for contingencies; and,
- (viii) That staff be authorized to initiate steps to recover those expenses (if any) which are subsequently identified as the obligations of other parties; and,
- (vix) That staff be directed to not reimburse persons or outside public agencies for expenses incurred by them, unless such expenses were incurred in areas of City responsibility. The onus is on each person and outside agency to pay its expenses arising from an emergency and, if necessary, to recover such expenses from the persons liable at law for such expenses. The City is not responsible to reimburse others for expenses which they ought to recover from the persons liable at law for them; and,

Further amendments to the City's Emergency Plan:

- (x) That a joint Task Force be reconvened annually in May by the CAO to identify and prepare for Council approval amendments to update the City's Emergency Plan; and,
  - (xi) That employees of the Region and the Boards of Education and other outside agencies be consulted and/or requested to participate in the City's annual review of its Emergency Plan; and,
  - (xii) That the initial joint Task Force complete its review of the City's Emergency Plan and report to the Finance and Administration Committee by 1995 May 31.
- (b) That the following recommendations respecting abandoned properties be approved:

Abandoned properties:

- (i) That with regard to abandoned contaminated properties, the Minister of Environment and Energy be encouraged and requested to exercise his environmental protection jurisdiction by, amongst other initiatives, taking the following actions:

- (1) To delegate his authority to issue Orders under the Environmental Protection Act to the Hamilton Office of the Ministry in order that there may be an immediate response by the MOEE to environmental emergencies in Hamilton that pose a threat to the public and the loss of time involved in having such Orders issued personally by the Minister at Toronto may be avoided; and,
- (2) To direct the Ministry's administration to exercise the MOEE's broad jurisdiction and authority under the Environmental Protection Act to take immediate action where required in the interests of public safety by issuance of Orders to require the owners (and/or other persons in control) of such abandoned contaminated properties:
  - (aa) To comply with the environmental standards; and,
  - (bb) To appropriately secure the properties from access by the public; and,
  - (cc) To take all required remedial action, including removal of toxic wastes and contaminants as well as restoration of the property.
- (3) To direct the Ministry's administration:
  - (aa) To monitor abandoned properties in Hamilton to identify those that are contaminated and/or may become a potential hazardous source of contamination; and,
  - (bb) To continue the preparation and circulation of the MOEE's inventory of contaminated properties to the Region (Public Health, Environmental Services, C.A.O. Attention, Emergency Preparedness Officer) and to the City (Building, Fire and Treasury Departments).
- (4) To investigate and consider establishing sources of funding for the cleanup of abandoned contaminated properties through the Ontario Environmental Compensation Corporation or such other fund as the Minister may deem appropriate, in order that such properties may cease to be a threat or potential threat to public safety and placed back into productive use for the benefit of the local and Provincial economy; and,



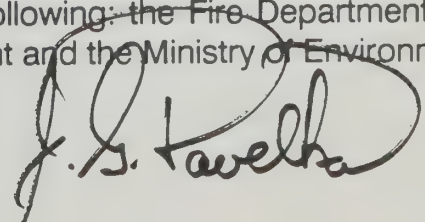
1994 May 31

Susan K. Reeder, Secretary

Finance and Administration Committee

Page 5-continued...

- (ii) That the City Treasurer, in handling the collection of realty tax arrears of abandoned industrial properties, be directed to consider the environmental conditions of such properties in selecting the appropriate method (court action, tax sale or distress) to recover such arrears in order that environmental cleanup obligations are not incurred by the City. The Treasurer shall consult with the MOEE and its inventory of contaminated abandoned industrial sites and the Property Department for assistance; and,
- (iii) That regarding abandoned properties which appear to have combustible materials that may pose a fire hazard, the Fire Department be directed to continue to administer the Ontario Fire Code and the Fire Marshall's Act by carrying out, among other duties, the following:
  - (1) Assessing such known buildings that have accessible combustible materials upon request or upon reasonable grounds (especially those included in the MOEE's inventory of contaminated abandoned industrial sites); and,
  - (2) Administering the Fire Marshall's Act to require such buildings of combustible construction or containing combustible materials (or both) that are open to trespass, to be secured; and,
  - (3) Providing technical advice and firefighting services where required to prevent contaminated buildings identified by the MOEE from becoming a fire hazard; and,
  - (4) In carrying out its duties, to notify other departments and outside agencies, including the following: The Building Department, the Regional Public Health Department and the Ministry of Environment; and,
- (iv) That the Building Department be directed to continue, in accordance with Council's policies, to administer the Property Standards By-law and the Building Code, by carrying out, among other duties, the following:
  - (1) Assessing upon request or upon reasonable grounds, such known abandoned properties that may endanger public safety (especially those included in the MOEE's inventory of contaminated abandoned industrial sites); and,
  - (2) That in carrying out its duties, to notify other departments and outside agencies, including the following: the Fire Department, the Regional Public Health Department and the Ministry of Environment.





### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

To date, the City has paid and/or incurred \$79,991.22 in respect of the USARCO incident. Application is being made for reimbursement of these costs from the Environmental Compensation Corporation. In addition, The Hamilton-Wentworth Roman Catholic Separate School Board has advised that it has incurred \$5,593.96 in costs as a result of the USARCO incident. The School Board is also seeking reimbursement of those costs from the Environmental Compensation Corporation

### **BACKGROUND:**

A state of emergency was declared by His Worship the Mayor on Thursday, 1993 September 23, in response to the discovery of mercury at various school sites. The mercury had been removed from an abandoned industrial site in north-central Hamilton.

The declaration of the state of emergency allowed authorities to initiate action to secure the USARCO site so as to prevent further unauthorized access and to effect the removal and disposal of accessible dangerous chemicals from the site in a satisfactory manner.

Subsequently, on 1993 December 07, the Chief Administrative Officer conducted a debriefing with the departments involved in the response to the declared state of emergency at the USARCO site, and with the outside agencies affected by the emergency. The general consensus of those attending the debriefing was that the state of emergency was fully warranted and the emergency response was handled in an expeditious fashion by the Regional Public Health and the City's departments.

During the debriefing, a number of issues related to the response to the incident and to abandoned industrial sites generally were identified for follow up, namely:

- a) Media and Internal Communications during Emergencies;
- b) Status of City Emergency Plan;
- c) Abandoned Industrial Properties generally.

### **Media and Internal Communications**

The majority of reports submitted by agencies affected by the USARCO incident indicated a need for the City to use centralized communication format to ensure that information is distributed on a consistent basis. The reports indicated that one political spokesperson and one technical spokesperson be designated to prepare and release information to the media.

1994 May 31

Susan K. Reeder, Secretary

Finance and Administration Committee

Page 7 - continued...

In the USARCO incident that involved a health risk to the public as a result of exposure to hazardous chemicals, the Regional Health Department was designated as the lead agency and the Medical Officer of Health as the technical spokesperson to jointly prepare and release information to the media with the Mayor.

Concern was also expressed regarding the lack of official notification to the School Boards prior to the public declaration of the state of emergency to the media. The Separate School Board indicated that its first knowledge of the state of emergency was as a result of inquiries by the media. It is therefore recommended above that the senior Director of each Board of Education be notified of a state of emergency affecting the schools and/or the students immediately. Each Board will be requested to provide the City with their emergency communications procedures for inclusion in the City's Emergency Plans to ensure that each board can be properly notified in a timely manner. To ensure that an appropriate communications procedure with the School Boards is included in the Emergency Plan, senior officials of the Boards of Education will be consulted in the review.

### **Emergency Plan**

As a result of issues raised at the USARCO debriefing, an annual review and update of the City of Hamilton Emergency Plan has been identified as a means to make the Plan as responsive as possible. This process, involving both City and Regional staff, is to ensure that the Plan includes the necessary procedures to effectively co-ordinate the response of the applicable outside governmental agencies and/or civic departments and/or to direct the City's response to various types of emergencies.

For example, where another environmental based threat to public safety is uncovered, the City's Emergency Response Team would call upon the Minister of Energy and Environment as represented by its local Office, to hire and supervise the appropriate technical firms to analyze the substances involved and carry out remedial work, while City staff would be directed by our Emergency Response Team to handle Fire, Building integrity and related emergency issues that contribute to the threat to public safety. In some instances, an emergency incident that begins as a City emergency may also escalate into a Regional emergency, requiring the direction of the Region's Emergency Response team for related Regional responses.

### **Abandoned Properties**

The state of emergency resulting from conditions at the USARCO property demonstrates the need for an effective pro-active role being carried out by the Province's Ministry of Energy and Environment which has primary responsibility/jurisdiction and legal authority to respond to contaminated properties and to address unacceptable environmental conditions before they become an emergency, - a threat to public safety. This would include, as noted in the above recommendations, the MOEE being requested to take



steps to ensure that dangerous substances do not remain accessible, are secured and where required, cleaned up and removed. The Ministry is strongly urged in the above recommendation to exercise its authority in environmental matters.

Further, it is recommended above that the Minister delegate his authority to a member of his local office to empower the office with the ability to respond. At present the MOEE's response to emergencies of an environmental nature is severely restricted as all MOEE enforcement/remedial Orders must first be prepared, submitted to Toronto, considered by Minister's advisers and presented to Minister's office before the Order is issued by the Minister. In emergency incidents, by the time such Ministerial Order is prepared, submitted, considered, issued and served, the Order may not be soon enough to handle the emergency. This fact places pressure on the City to respond to environmentally based emergencies and to assume their extraordinary costs which are properly within the jurisdiction of the MOEE.

In order to ensure prompt response to contamination based emergencies, it is recommended above that the Minister of Energy and Environment be requested by the City to exercise his broad authority to respond to such environmental emergencies. Under the Environmental Protection Act, the Minister has several rights to remedy such emergencies and to recover his costs, such as placing a charge on the hazardous property.

During the debriefing related to the USARCO emergency, it was indicated that the Ministry of Energy and Environment was aware of this site's environmental conditions well in advance of the declared state of emergency, but had not taken remedial action prior to the USARCO incident due to terms of a court order placing the property under receivership. The MOEE advised that the order relieved the receiver, Coopers Lybrand from certain liabilities for environmental conditions.

The USARCO incident resulted in the Regional Public Health Department's discovery of hazardous chemicals in an unoccupied accessible industrial building, on its surrounding grounds and on school yards. The Regional Health unit responded by hiring private contractors to collect and cleanup various sites, including USARCO's Wellington St N. property to prevent further exposure to students and to the public of hazardous chemicals.

At the USARCO debriefing, it was also noted that there are a number of other abandoned properties in the City which may contain accessible sources of contamination. Maintaining security at these sites is the ongoing responsibility of the property owners, which the MOEE is encouraged, in the above recommendations, to monitor with input received from civic departments (where potential problematic contaminated sites are noticed by them, and reported to MOEE for its attention and enforcement of the provincial standards).

1994 May 31  
Susan K. Reeder, Secretary  
Finance and Administration Committee  
Page 9 - continued...

Hazardous conditions from abandoned contaminated industrial sites will remain a potential risk to the public safety, a potential emergency incident, as they were in the USARCO site unless the Minister of Energy and Environment accepts the City's requests set out above.

### **Realty tax Arrears and abandoned properties**

A number of properties with realty tax arrears and apparent contamination have been noted. There is the concern that if the City claims such lands for non-payment of realty taxes, that the City may, as the new property owner, become responsible for the costs to clean up such contaminated properties. The significant costs of removal/disposal of contaminants could be potentially more than the property is worth, under current market conditions. Accordingly, the Treasury is directed in the above recommendations to choose the appropriate manner to collect realty arrears to avoid placing the City under such financial liability, and the Minister is requested to establish a fund to defray such extraordinary expenses over the long run in order that such properties may be returned to productive use.

cc: List attached





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5. (b)

**DATE:** 1994 June 6

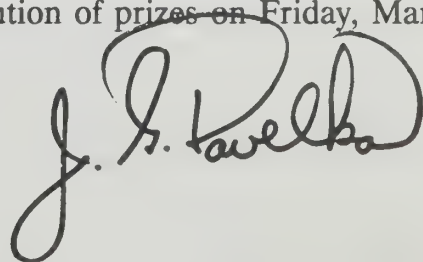
**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P.Eng  
Chief Administrative Officer

**SUBJECT:** Volunteer Centre  
Fourth Annual Indoor Golf Tournament

**RECOMMENDATION:**

- a) That the City of Hamilton host the Fourth Annual Volunteer Centre Indoor Golf Tournament on Friday, March 03, 1995; and,
- b) That City Hall staff be invited to play the course on the afternoon of Thursday, March 02, 1995 and the morning of Friday, March 03, 1995; and,
- c) That the Culture and Recreation Department, Special Events Officer co-ordinate the event with the support of the City's Management Team; and,
- d) That the City of Hamilton enter a Corporate Team to participate in the event at a cost of \$150; and,
- e) That this \$150 be charged to Unclassified Account Centre 24201 in 1995; and,
- f) That approval be given to use the second floor lobby and the Council Chambers for the registration of participants and the distribution of prizes on Friday, March 03, 1995 from 12:00 noon to 5:00 p.m.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This year there was a gross revenue of \$2,927 and expenditures of \$870 for a net revenue of \$2,057 in accordance with the following statement of revenue and expenditures. The net revenue of \$2,057 went to assist the Volunteer Centre with its expenditures.

	<u>EXPENSES</u>	<u>INCOME</u>
15 TEAMS @ \$150 PER TEAM		\$2,250
PRIZE RAFFLE DRAW		326
GOLFER FINES - DONATIONS		<u>61</u>
<b>TOTAL INCOME</b>		<b>\$2,927</b>
100 LUNCHES @ \$6.68 + GST & PST	\$770	
MISCELLANEOUS	<u>\$100</u>	
<b>TOTAL</b>	<b>\$870</b>	
<b>NET PROFIT</b>		<b>\$2,057</b>

**BACKGROUND:**

The Annual Indoor Golf Tournament is designed as a leisure event for the corporate sector of Hamilton during the winter/spring season while supporting the awareness and goals of the Volunteer Centre.

This year's 1994 Golf Tournament proved to be very successful financially and also succeeded in boosting the morale of City Hall staff. Initially, staff approached this event sceptically. However, as they got involved in fabricating the various fairways and greens for their Department, their interest and enthusiasm increased. Ultimately, there was considerable energy and creativity in building the fairways and greens. Attached is a list of creative names for the various holes that were built by staff.

As well there was considerable interest and enthusiasm in playing the course on Thursday, February 24, 1994. There was so much interest on behalf of staff that while the fairways and greens had been constructed it is prudent to take advantage of them by having other staff teams play through Friday morning after they had been built and before the tournament on Friday afternoon.

Attached is the list of Corporate Teams that participated in this year's tournament as well as a list of comments and evaluations submitted by staff and the Organizing Committee. Overall, there was interest and enthusiasm and most of the comments included ideas on how to improve the arrangements for next year.

JGP:dd

Attach.

c.c. P. Noé Johnson, Interim Director of Culture & Recreation  
J. J. Schatz, City Clerk  
J. Graci, Public Relations/Fundraising Co-ordinator, Volunteer Centre of Hamilton &  
District, 627 Main Street East, Suite 206, Hamilton, ON L8M 1J5

**Volunteer Centre Indoor Golf  
Hole Set Up**

<b>Hole #</b>		<b>Hole Name</b>
1	7thfl.	The Road to Development
2	7thfl.	Technical Trap
3	6thfl.	The Pot Hole
4	5thfl.	The Black Hole
5	5thfl.	Legal Loophole
6	4thfl.	A Hole Lotta Works
7	4thfl.	The Hole in Fun
8	4thfl.	The Hole in Fun II
9	4thfl.	Tender Trap
10	3rdfl.	Brick Maze
11	2ndfl.	Campaign Trail
12	(Council Chambers)	Political Heat
13	2ndfl.	Minute Maze
14	1stfl.	Clean Sweep
15	1stfl.	Community Development Dog Leg
16	1stfl.	The Jack Nickel-less Hole
17	1stfl.	The Intersection
18	Basement	The Big Byte



# THE VOLUNTEER CENTRE

## 3rd Annual Indoor Golf Tournament

### *Team Scoring*

<u>Team</u>	<u>Score</u>
0	0
0	0
Jakes Tap & Grill	313
Cadillac Fairview Corp II	350
Peat Marwick Thorne	355
Wood Gundy	357
Hamilton Fire Dept.	358
Connectivity / Kenton	364
Hamilton City Hall I	365
Hamilton Police Dept.	366
The Spectator	372
Sheraton Hamilton Hotel	387
Cadillac Fairview Corp I	390
Dofasco	397
Senior Talent Bank	400
PasWord Communications	415
Coppley Apparel Group	425
Hamilton City Hall II	0

3 RD ANNUAL VOLUNTEER CENTRE INDOOR GOLF TOURNAMENT  
CITY HALL  
MARCH 24 & 25, 1994

Comments and Evaluations submitted by Department staff and organizing committee.

General comments by City Hall staff that participated in organizing the holes/greens in departments were:

"Great fun", "Enjoyed the day".

- \* People enjoyed the challenge of designing and setting up the holes/greens. For the first year holes were creative. Next year staff may refine the holes from what they learned from this year's event.
- \* Group felt it was a lot of work to prepare the course. Some departments had as many as 4 or 5 people assist with their holes. Others did it on their own.
- \* A communication vehicle to be set up which can reach all staff so all can be informed of what is happening to be perfected. (ie: utilize Administrative Team)
- \* Staff who played on Thursday appreciated the prizes and the opportunity to play. Some of expressed interest in hoping the event will be an annual event.
- \* Staff expressed feelings that the time to prepare the holes for the tournament was greater, in relation to the funds raised for the Volunteer Centre.
- \* The Volunteer Centre felt they gained a lot of exposure for the event and are pleased with this year's event. The event was covered by Channel 11 (on site at noon) and 102.9FM radio personality on site as M.C.. The awareness that was created is very important for the Volunteer Centre.
- \* The Hamilton Video Club produced two videos, one from each day. (Shelley has the employee video).

Suggestions/Recommendations

- \* The locations of the holes to be placed such that they not interfere with the public entering the building or the departments. Also must take into consideration employees working throughout the day of the tournament.
- \* There were four holes on one floor this year, this should be avoided in the future. This caused slow downs on the floor and holes prior to and after were left empty some times and gaps in playing times.

- \* Possibly utilize hallways for holes/greens.
- \* Staff felt some holes lacked creativity, others had quite a bit of imagination into the creating of the holes.
- \* Must ensure that the hole reflects the department function.
- \* Safety to be maintained at all times.(for participants and City Hall employees.)
- \* Ensure hole monitors/marshalls are on location to give instructions to participants each day.
- \* Little confusion at the beginning of planning stages regarding staff time allowed to play on Thursday.
- \* Employees playing through on Thursday was a good idea, as this allowed the departments to do last minute trouble shooting prior to the corporate tournament and make any necessary changes.
- \* The judging of the holes- suggest to including judging card in with participants' score card and have the participants judge the holes as they play through.  
"Peoples' Choice Award"
- \* Suggestion to have three areas of hole judging: Creativity, Playability and Theme.  
(may also want to include, best hole and toughest hole)
- \* Increase publicity throughout City Hall of the event to keep employees as well as the public informed.
- \* Possibly more recognition to the departments participating.
- \* Volunteer Centre hopes to have 18 teams participate in next year's tournament. Suggestion by the organizing committee is to open up the event to everyone and not wait for confirmations from previous year's teams. Have the registration on a first come first serve basis. The committee hopes to approach banks and have a Volunteer Centre Board Team. Letters to be written and sent in October '94 for the March '95 tournament.

- \* Next year's venue is hoped to be at City Hall.  
Date requested is Friday March 3, 1995 and the employee tournament the day prior.
- \* Please see attached: Volunteer Centre Financial Statement  
Department Hole Set Up & Winners of Hole Design  
Team Scoring - Employee Tournament  
Team Scoring - Corporate Tournament





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

6.

**DATE:** 1994 June 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property  
  
P. G. Baker  
General Manager  
Hamilton Parking Authority

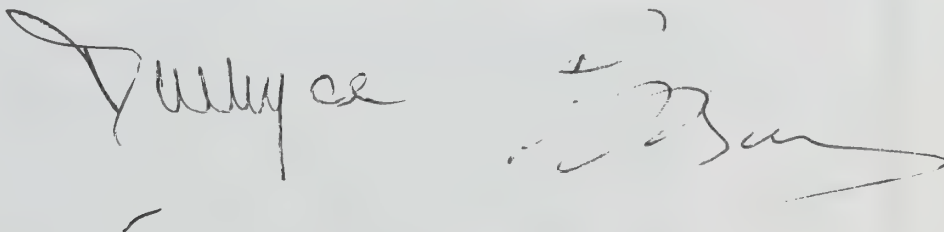
**SUBJECT:** Option to Purchase Lands  
Investonics Limited (Pursuant to Power of  
Sale Provisions Contained in a Mortgage)  
100 Locke Street South  
Lands required by the Hamilton Parking Authority

**RECOMMENDATION:**

1. That an Option to Purchase, duly executed by Investonics Limited (Rein Reio, President), on 1994 June 8, and scheduled for closing on or before 1994 August 19, for the purchase of 100 Locke Street South, more particularly described as all of Lots 29 and 60 and part of Lots 59 and 30, Registered Plan 244, comprising 1,513.387 square metres (16,290.49 square feet) more or less, with frontage along the west side of Locke Street South of 60.999 metres (200.13 feet) more or less, having a depth along the northerly boundary of 22.159 metres (72.70 feet) more or less, and having a depth along the southerly boundary of 30.06 metres (98.62 feet) more or less, being irregular in shape, be approved and completed and the purchase price of \$203,631. be charged to Account No. CF 5698 909345006 (Land Acquisition for Parking Purposes - General); and,
2. That the Option to Purchase be subject to the following terms and conditions which form part of this Agreement:
  - a) It is understood that the Vendor is selling as Mortgagee under a power of sale contained in a mortgage made by Casflo Properties Limited to the Vendor, dated 1987 May 21, and registered in the Land Registry Office for the Registry Division of Hamilton-Wentworth as Instrument No. 410699 C.D. on the 1987 May 22; and,

- b) It is further understood that on the date of acceptance of this agreement there is default under the terms of the mortgage which entitles the Vendor to exercise the power of sale. The only evidence of the default, which the Purchaser may require, shall be a statutory declaration by the Vendor setting forth the facts entitling the Vendor to sell under power of sale, including the particulars of the notice of exercising the power of sale, the names of the persons on whom service of the notice has been affected, dates of service, and declaring that default under the mortgage entitling the Vendor to exercise the power of sale has continued up to and including the date of acceptance of this offer. The Vendor further agrees to register on title evidence of an Assignment of Mortgage to it from the Royal Bank of Canada; and,
- c) Acceptance by the Vendor is subject to any court order giving the Mortgagor, owner of the equity of redemption or a subsequent encumbrancer the right of redemption; and,
- d) The Vendor warrants that there are no outstanding or pending claims, damages, actions, suits or proceedings affecting the property in which a proprietary ownership or any other interest has been asserted or an interest which would constitute a prior right lien or security interest to that of the Vendor; and,
- e)
  - i) Vendor warrants and represents to the Purchaser that the Vendor has made complete disclosure of all material facts and circumstances relating to environmental conditions which to the knowledge of the Vendor; and,
  - ii) On completion, the Vendor shall provide to the Purchaser a statutory declaration that the above warranties and representations are still correct and true as of the day of completion; and,
- f) The Vendor warrants that to the best of its knowledge all underground storage tanks have been removed. Without limitation, the Purchaser shall have the right to enter at any time until completion on the property and carry out any inspections, tests and investigations as it thinks necessary; and,
- g) By written notice given to the Vendor at any time prior to completion, the Purchaser may terminate this Agreement of Purchase and Sale if the Purchaser determines that an environmental problem exists on the property, of which the Purchaser shall be the sole judge. The Vendor shall return the City's deposit in full forthwith upon receipt of written notice; and,
- h) That this Option to Purchase Agreement is subject to the approval of the Board of Directors of the Hamilton Parking Authority and City Council on or before 1994 July 5; and,

- i) It is understood and agreed that the final purchase price shall be calculated by applying a rate of \$12.50 for each square foot of land as defined by the aforesaid plan shown as Schedule "B" attached to the Agreement. This may result in an upwards or downwards adjustment to the approximate purchase price stated on the face of this Option to Purchase; and,
3. That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

Two handwritten signatures are present. The signature on the left is written in cursive and appears to be 'D. Kelly'. The signature on the right is also in cursive and appears to be 'J. B. ...'.

#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This property purchase (from funds in the approved Capital Budget) will improve the revenues from off-street municipal parking in this area due to its close proximity to the Beasley House Bistro and Pub, Simmon's Gun Shop, the Calabria Supermarket, the Royal Bank and should fulfill the parking requirements of the Main Street West B.I.A. who are in support of this site for municipal parking. The subject property is in arrears of \$52,847. in back taxes. This transaction will result in the City recuperating the amount owing.

#### **BACKGROUND:**

On 1993 July 23, Mr. Peter Baker, General Manager of the Hamilton Parking Authority, met with several Locke Street merchants concerning the possible acquisition of the vacant land at 100 Locke Street South. On 1993 October 12, the Real Estate Division of the Property Department received authorization from Mr. Baker to assemble the necessary documentation and commence negotiations in order that the above property could be purchased for municipal parking. This Option to Purchase is a result of those negotiations. It should be noted that the Option to Purchase documents contain terms and conditions in order to protect the City in the event of soil contamination and in fact the Option is conditional upon favourable soil testing. On 1994 June 16, the Board of the Parking Authority will consider this purchase which conforms with the policy of the Parking Authority to continually seek improved parking locations to assist commerce and all business areas in the City.

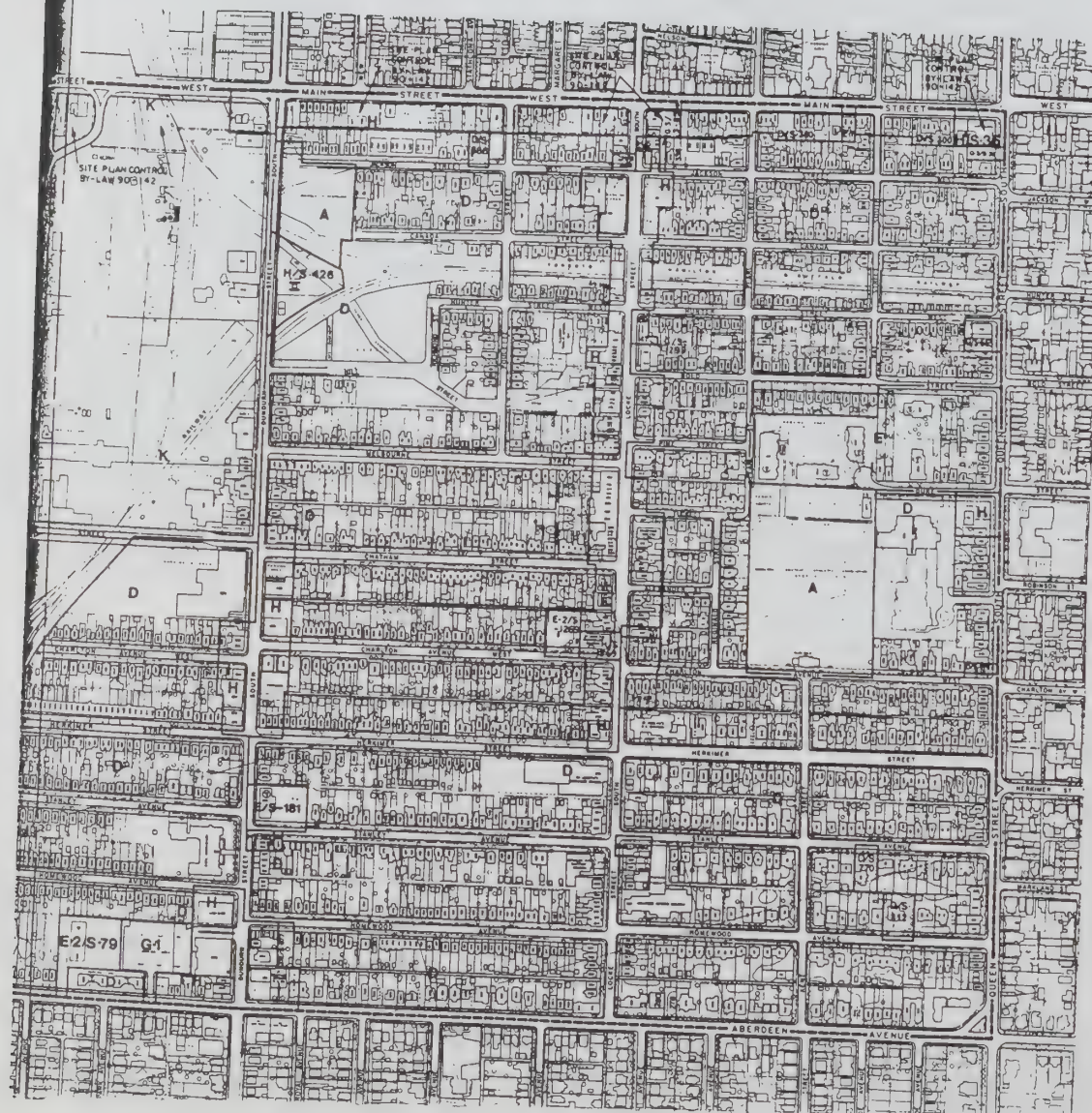
RWW/nw  
Attach.

c.c. P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

C. Bandurka, Property Clerk, Surveys, Roads Department





7. (a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

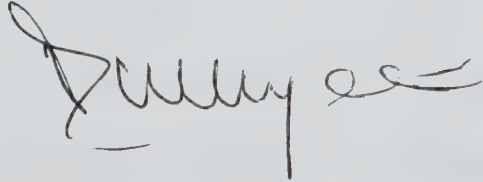
**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Garden Project - North Hamilton Community  
Health Centre  
240 Burlington Street East

**RECOMMENDATION:**

1. That the use of a 30 metre (100 foot) by 30 metre (100 foot) more or less, parcel of land located at the rear of 240 Burlington Street East by the North Hamilton Community Health Centre for a garden project be approved; and,
2. That the City Solicitor be directed to prepare the necessary agreement; and,
3. That this approval continue until such time as the subject lands are required for municipal purposes, as long as the North Hamilton Community Health Centre comply with the terms of the above noted agreement; and,
4. That all cost associated with the preparation, planting, providing of water, maintenance, harvesting and security of the garden project site are to be borne by the North Hamilton Community Health Centre; and,
5. That the City during the term of this agreement prescribe the hours of operation of the project; and,
6. That the North Hamilton Community Health Centre provide proof of premises and operation insurance in the amount of not less than \$2,000,000. for bodily injury, death and damage to property, including loss of property, naming the City as an additional insured; and,

7. That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

A handwritten signature in black ink, appearing to read "Duffy" followed by a stylized flourish.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

On 1994 March 30 this Department received a request from the North Hamilton Community Health Centre regarding the possible use of City owned lands (located in the North End) for a Community Garden Project.

Several site inspections were made of City lands and the subject site was chosen. These lands form part of a larger parcel known as 240 Burlington Street East, which was acquired for future "Perimeter Road" development. The building presently houses miscellaneous City owned items.

The North Hamilton Community Health Centre, a Non-Profit Organization, has requested permission to use the subject site in hopes that a self-help garden project will give an opportunity for clients to grow their own food and thus rely less on food banks and other community resources.

Presently, programs of this nature do not exist in the North Hamilton Neighbourhood and due to the high density housing, access to "backyard gardens" may not exist for many of the north end residents.

The Neighbour to Neighbour Centre located on the Mountain has been very successful running a similar Community Garden Program in Billy Sherring Park since 1992.

KN/nw

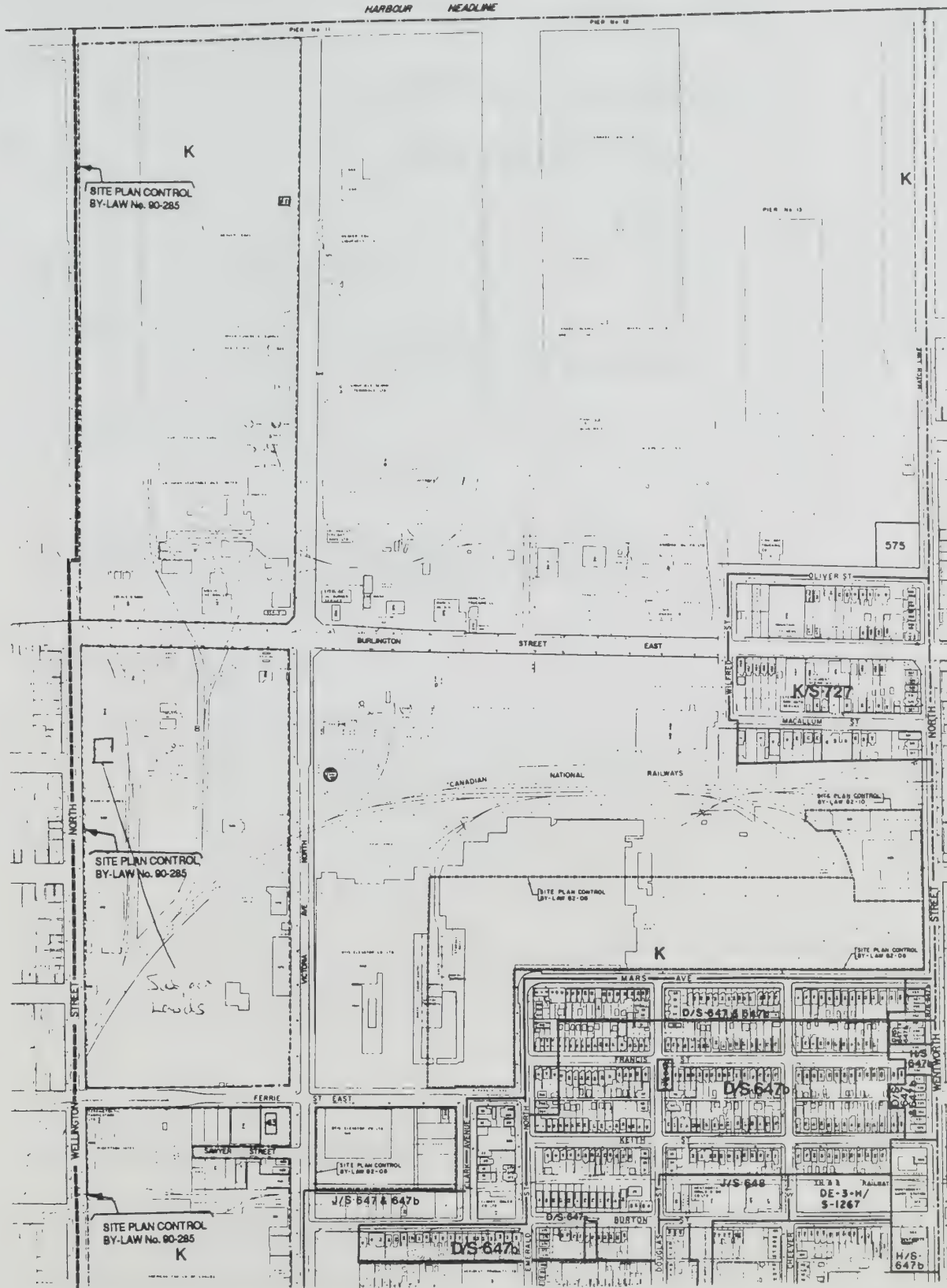
Attach.

c.c. P. Noé Johnson, City Solicitor, Law Department

B. Chrystian, Manager of Parks, Public Works Department



HARBOUR HEADLINE







7. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 20

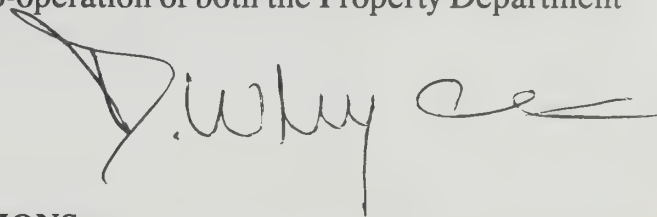
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Transfer of Electrical Staff from the  
Property Department to H.E.C.F.I.

**RECOMMENDATION:**

1. a) That responsibility for two of the three Electrical/Electronic Technicians currently employed with the Building Operations and Maintenance Division (Central Utilities Plant) of the Property Department be transferred, effective 1994 August 1, to Hamilton Entertainment and Convention Facilities Inc. (H.E.C.F.I.), pending acceptance of this proposal by the H.E.C.F.I. Operations Committee at its meeting scheduled for 1994 July 13; and,
- b) That the appropriate funding and necessary payroll changes be effected by the Treasury Department, with the co-operation of both the Property Department and H.E.C.F.I..



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The above recommendation has no net effect on staff complement. That is, the City's staff complement would be reduced by two F.T.E.'s while H.E.C.F.I.'s staff complement would increase by the same amount.

Base funding for 1994 in the amount of \$84,560., as well as the corresponding actuals, will be transferred by the Treasury Department during the month of August, 1994. The 1994 base budget amounts related to the transfer will be presented to the H.E.C.F.I. Operations Committee at its meeting scheduled for 1994 July 13.

**BACKGROUND:**

A review conducted by our Department during 1993 revealed that more than 75% of our electrical staff's time was being devoted to activities directly related to H.E.C.F.I. events. As a result, management staff at the Central Utilities Plant found it increasingly difficult to properly supervise these employees as the electricians found themselves reporting to both H.E.C.F.I. staff and C.U.P. staff.

In December of 1993 our Department brought this matter to the attention of H.E.C.F.I. staff along with a proposal to solve the problem, namely, the transfer of two electricians from C.U.P. to H.E.C.F.I..

After several meetings and subsequent discussions with H.E.C.F.I. staff, our proposal was accepted and an effective date of 1994 August 1 agreed upon.

JC/dcr

c.c. J. Pavelka, Chief Administrative Officer  
Allan C. Ross, Treasurer  
John Johnston, Commissioner of Human Resources  
Attention: E. Bourns  
G. Macaluso, Managing Director/C.E.O., H.E.C.F.I.  
Attention: B. Calder  
R. Swan, Manager, Building Operations & Maintenance Division  
R. Desnoyers, Assistant Manager, Building Operations & Maintenance Division  
J. Cerio, Manager of Administration, Property Department

8.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 16

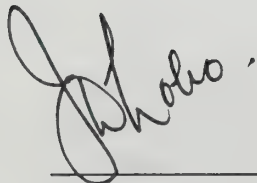
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson & D. Lobo  
City Solicitor Director of Public Works

**SUBJECT:** Request for Quotes for Claims Adjusters  
General Liability and Property Damage Claims

**RECOMMENDATION:**

1. That Underwriters Adjustment Bureau Ltd. be appointed as the City's Claims Adjusters for liability and property damage claims for a three year term commencing July 1, 1994 and ending July 1, 1997 (subject to annual review by appropriate City staff) with an option to renew for each of the subsequent two years.
2. That Underwriters Adjustment Bureau Ltd. be required to sign Terms of Engagement satisfactory to the City Solicitor.
3. That Crawford and Company Adjusters Ltd. continue to be retained by the City to complete those claim files assigned to it as of June 30th, 1994.



\_\_\_\_\_  
D. Lobo, Director of Public Works



\_\_\_\_\_  
P. Noé Johnson, City Solicitor



### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The City spent \$115,000.00 on adjusting services in 1993. The City will secure savings of between \$20,000.00 and \$25,000.00 per year, as compared to 1993 costs, during the two final years of the retainer.

The savings during the first year of service will likely be lower given that existing claims will remain with our current adjuster and there will be costs associated with the establishment of procedures and practices with the new adjuster. Therefore it is difficult to determine a specified amount of savings during the first year of the retainer.

All costs of adjusting services will continue to be charged to Account CH-5529924130

### **BACKGROUND:**

On January 24, 1994, an Information Report was provided to Committee indicating the recommendation of our liability broker, Johnson & Higgins, that the City conduct a request for quotes (tender) for claims adjusting services and for data entry service of all claims. As then indicated, the broker recommendation arose from an file audit conducted of our present adjuster, Crawford & Company Adjusters Ltd.

### **TENDER DISCUSSION:**

The tender process has now been completed. Four national adjusting firms with a significant local presence were requested to submit proposals. All the firms interviewed have considerable expertise and repute in dealing with claims similar to those dealt with by the City of Hamilton. Johnson & Higgins has provided the opinion that there would be no appreciable difference in the service which we would receive from any of the adjusters. The following constitutes a summary of fee quotes:

#### **Underwriters Adjustment Bureau Ltd.**

Claims Adjusting Services: \$75.00 per hour, including mileage however excluding other external expenses such as police reports, photographs, expert reports  
UAB would **not** increase their fee during the course of the three year retainer

Data Entry Services: \$3,250.00 flat fee based on entry of between 500 and 600 files

**Crawford and Company Adjusters Ltd.**

Claims Adjusting Services: \$81.25 per hour, plus mileage, long distance telephone calls and other external expenses such as police reports, photographs, expert reports  
the cost of the service would be increased in accordance with the Consumer Price Index on a yearly basis

Data Entry Services: included in the cost of adjusting services, however, it was stipulated that this would be subject to discussion if Crawford determined the data entry costs to be too high to be absorbed in their office administration costs

**Adjusters Canada**

Claims Adjusting Services: \$90.00 per hour, plus mileage and other expenses such as file opening fee, telephone usage, photographs, police reports, expert reports  
the cost of the service would be increased in accordance with the Consumer Price Index on a yearly basis

Data Entry Services: \$7,500.00 flat fee based on entry of between 500 and 600 files

**Lindsey Morden Claim Services Limited**

Claims Adjusting: \$95.00 per hour, plus mileage and car charge per file and other expenses such as file opening fee, telephone usage, photographs, police reports, expert reports  
the cost of the service would be increased in accordance with the Consumer Price Index on a yearly basis

Data Entry Services: \$7,500.00 flat fee based on entry of between 500 and 600 files

In order to continue a consistent in depth internal review of claims, it has been decided to continue to handle the data entry of all claims by Public Works staff. Johnson & Higgins will advise as to recommended changes to our data entry system and suggest possible alternative computer programmes for review. Consequently, the cost of data entry services has not been factored into the Report.

A representative from Johnson & Higgins interviewed all the applicants in concert with City staff and has recommended the following with which City staff concur:

- (a) retain Underwriters Adjustment Bureau Ltd. (UAB) in order to effect a savings of between \$8,000.00 and \$10,000.00 per year in adjusting fees, compared to the next lowest proposal;
- (b) however, in order to prevent discontinuity in claimant handling and duplication of work by UAB, all existing files will remain with Crawford and Company for completion; and,
- (c) implement internal procedures and/or policies designed to reduce the fees incurred for adjusting services by, for example, providing the adjusters with better investigational reports.

9.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

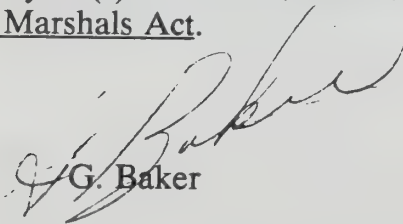
**FROM:** P. Noé Johnson  
City Solicitor


G. Baker  
Chief, Hamilton Fire Department

**SUBJECT:** Fire Marshals Act and Ontario Fire Code  
Prosecution and Fines

**RECOMMENDATION:**

That the City Solicitor be authorized to make an application for special legislation to allow the City of Hamilton to enact, enforce and collect fines for infractions of, its own Bylaw(s) for Fire Prevention within the City, consistent with the Fire Code and the Fire Marshals Act.

  
G. Baker

  
P. Noé Johnson

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The City of Hamilton has established and funds its own Fire Prevention Bureau within the City's Fire Department. The City's Fire Prevention employees enforce fire prevention rules and standards, authorized under the Fire Marshals Act and the Ontario Fire Code. The revenue from all Fire Prevention enforcement accrues to the Province, while the majority of expenses are born by the Municipality. The proposed legislation would provide additional revenue to support municipal activity, and further allow the municipality to take charge of the process. The City's interests would, therefore, be best served.



## BACKGROUND:

In June of 1991, Council petitioned the Province to amend the Fire Marshals Act and the Planning Act to allow the revenue from fines imposed and collected for infractions to be the Municipality's funds.

The Province has not taken any steps in furtherance of the City's request. In March 1993, following the City of London's lead, Council then authorized the City Solicitor to seek similar legislation providing for local Bylaws on matters governed by the Planning Act and thereby establishing a source of revenue to support enforcement by City officials, eg. receipt of fines for bylaw infractions.

## DISCUSSION:

The City receives the fines for all bylaw infractions under the Building Code and the Municipal Act viz. licence matters as per the relevant legislation.

The City of Ottawa (much like the Cities of London and Hamilton, in the Planning matters stated above) has taken the first step in attempting to recoup the revenue for fire prevention enforcement, by drafting a Private Members Bill to allow that municipality to assume responsibility for the enforcement of Fire Marshals Act and Fire Code offenses, when that City has exercised its discretion to establish and support a Fire Prevention Bureau.

The City of Ottawa Bill Pr98 has received first reading, May 30, 1994.

The Ontario Association of Fire Chiefs at it's meeting of May 3, 1994 also seek an amendment to the Ontario Fire Code. They have passed the following resolution which was moved by Jim Hancock, Chief of the Kitchener Fire Department:

*Whereas* the carrying out of inspections under the Fire Code, and conducting of prosecutions in Provincial court are the responsibility of the municipal fire service, and

*Whereas* Provincial staff, such as the Crown Attorney, are rarely, if ever, involved in the inspections, preparation of the cases, and prosecution in court, and

*Whereas* fines levied for violations under the Building Code Act are paid to municipalities, example, section 36 (9) specified that, " The proceeds of the fine shall be paid to the treasurer of the municipality within which the offence giving rise to the fine was committed", and

June 23, 1994

*Whereas* the municipalities expend the same amount of staff time and resources to prosecute under the Fire Code as they do under the Building Code:

**Therefore be it resolved that:** The Ontario Association of Fire Chiefs petition the Solicitor General to amend the Ontario Fire Code and the Fire Marshals Act to provide for the agency who incurs the expenses for enforcement of the regulations to receive the funds resulting from any fines.

Until April of 1993, the City of Hamilton prosecuted all offenses. The Crown Attorney's office has been conducting the trials since that time. In some municipalities, the City's solicitors continue to prosecute either with proper delegation as part time crown attorneys or without such delegation. In other municipalities, the Crown Attorney's office prosecutes. Meanwhile, city staff continue to provide necessary support for the enforcement and prosecution with no portion of the fines remitted. In all cases, the revenues flow to the Province.

The approach initiated by the City of Ottawa should be implemented on a Province wide basis. It will allow each municipality that has its own Fire Prevention Bureau, the ability to establish offence provisions under a Bylaw, thereby providing a source of revenue to support that municipal activity. It is recommended that the City of Hamilton request in its private legislation, explicit provisions to allow the municipality, and not the Crown Attorney, to institute and prosecute offenses under the Act.

For your reference, attached is a copy of the City of Ottawa's proposed Bill. Please note that this Bill also incorporates the Planning matters which we have dealt with separately. Section 4 of the draft Bill Pr98 deals with Inspection and Fire Report fees which are already collected by the Hamilton Fire Department. Therefore, this section would not appear in the City of Hamilton's Act.

The City of Hamilton received approval of the Special Bills Committee for its private legislation on the Planning Act fines. Therefore, the most effective route would seem to be a similar request for special legislation.

The City was successful in obtaining private legislation for mandatory smoke alarms and emergency lighting in multi storied buildings which was followed shortly by Province wide amendments to the Fire Code, which enacted similar requirements.



10.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 14 June 1994

**REPORT TO:** Susan K. Reeder  
Secretary

**FROM:** Mr. J. J. Schatz  
City Clerk

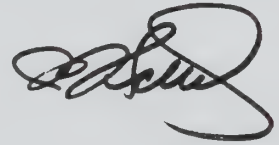
**SUBJECT:** Advance Deposits of Taxicab Fares

**RECOMMENDATION:**

- 1) that Licence By-Law 93-069 be amended to permit a taxicab driver the option to request an advance payment of a taxicab fare if he/she so chooses for a three month trial period;
- 2) that the maximum deposit not exceed \$10.;
- 3) that the tariff card be amended to indicate to passengers that an advance deposit may be requested, not to exceed a maximum of \$10., and a sign advising of this be posted in the interior of the taxicab, visible to the passenger;
- 4) that the refusal of a passenger to provide an advance deposit of up to \$10. upon request be grounds for the driver to refuse taxicab service;
- 5) that taxicab drivers be required to issue a receipt showing the amount of the advance payment to the passenger and record the advance payment on the trip record;
- 6) that a copy of the receipt of advance payment be submitted to the employer along with the trip record;
- 7) that, if the advance deposit exceeds the metered fare, the difference be returned to the passenger;



- 8) that an advertisement be placed in the Spectator and the Taxi Industry advised, giving notice that advance deposits will be permitted for the three month trial period; and
- 9) that the City Solicitor be authorized to prepare the appropriate amending by-law.



#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Licence Division staff will monitor this program during the three month trial period.

#### **BACKGROUND:**

The City Clerk's Department was requested by the Taxi Advisory Committee on March 15, 1994 to consider advance deposits of taxicab fares to address the problem of people not paying the metered fare.

In 1993, the police received 53 reported incidents of taxicab passengers not paying the fare at the end of the taxi trip. This type of incident usually occurs at night and is an on-going problem in the Taxi Industry. As a result, taxicab drivers lose the fare and face violence when trying to catch and hold these passengers for the police. The pre-payment of a portion of the fare will help to discourage non-paying passengers and would cover some expenses if the passengers did not pay at the end of the trip. The recommendation is for an advance deposit to be paid by the customer prior to activating the taxi meter and beginning the trip.

Advance deposits of taxicab fares to our knowledge is unique. A survey was conducted of the municipalities of Toronto, Mississauga, Niagara, London, Windsor and Ottawa, all of whom have provisions in their bylaws, similar to Hamilton, which permit the driver to refuse a passenger if he has concerns for his safety, or ability to collect the fare. None of these municipalities, however, have considered advance deposits as a requirement of their by-laws.

When this matter was raised at the Taxi Advisory Committee, both advantages for such a program as well as the disadvantages were discussed. Some may feel that taxicab drivers could attempt to discriminate against passengers for reasons other than their ability to pay and could possibly abuse the system by not returning any refund owing. Experienced taxicab drivers can usually estimate a taxicab fare and should only request an amount that is adequate to cover the fare.

Options:

1. The City could do nothing, leave the problem to the Police and the Taxi Industry and hope when the economy improves, there will be fewer such problems of non-payment of the fare.
2. The City could also consider payment of the entire fare in advance, but there would be problems of how to accurately calculate fares in advance. Taxicabs are required to use a meter during a trip, which calculates the fare based on the actual time elapsed and distance travelled. Calculating the fare in advance would be only be possible under a "zone fare system": the City would be divided into zones and the fare would be based on the number of zones crossed during a trip. A zone system is complex to implement and would require road signs or maps so passengers would know the fare is being correctly calculated. It should be noted that a few cities, particularly in the U.S.A., have a zone system. The zone system is not being recommended.
3. The recommended change is for an advance deposit, at the option of the taxicab driver, and not to exceed \$10.

The pre-payment of the fare is common for transportation services such as trains, airplanes and buses. It would be optional for taxicab drivers to request an advance payment, as it may not be necessary in the majority of cases (i.e. daytime fares, taxicab trips for elderly passengers, etc.) and it is expected that the majority of requests for payment will occur during evening hours. Brokerages and drivers support an optional deposit as opposed to a mandatory system. Records will be kept and a receipt given for what is usually a cash transaction in order to prevent abuse. Signs will be displayed in the taxicabs, informing the passengers of the right of the driver to request a deposit against the actual fare, and that refunds will be made where the actual fare is less than the deposit. If a passenger refuses to pay in advance, the driver can refuse taxicab service. A maximum fee of \$10. is reasonable, being close to the average fare for taxicab trips. There could be a savings in police time devoted to these petty thefts, as the advance fee is high enough to stop most people from considering taking a cab without paying. An Advance payment system would be relatively easy to implement.

The Taxi Advisory Committee, at its meeting held May 17, 1994, approved the implementation of the advance deposit program on a three month trial basis during which the success of the program will be monitored.



10. (a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 14

**REPORT TO:** S. K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** By-law to amend By-law No. 93-069 Respecting Advance  
Payment of Taxi Fares

**RECOMMENDATION:**

That the attached By-law be enacted by City Council.

  
\_\_\_\_\_  
P. Noé Johnson

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

On June 28, 1994, if City Council should adopt Item of the Report of the Finance and Administration Committee, Council will authorize the City Solicitor to prepare the attached By-law. The attached By-law is to be enacted concurrently only if the Report of the Finance and Administration Committee is adopted by Council.

The By-law permits taxi drivers to request an advance payment of up to \$10.00 per trip, for a trial period of three months. Another by-law must be enacted before September 28, 1994 to allow advance payments to continue beyond that date.



The Corporation of the City of Hamilton

BY-LAW NO. 94-

To Amend Schedule 4 of Licensing By-law No. 93-069

Respecting:

**ADVANCE PAYMENT OF TAXI FARES**

**WHEREAS** it is expedient to allow taxi-cab drivers to request advance payment of the fare or refuse service to the passenger;

**NOW THEREFORE** the Council of The Corporation of the City of Hamilton enacts as follows:

1. Schedule 4 of Licensing By-law No. 93-069, as amended, is further amended by adding the following sections immediately after section 36:

"36a. (1) A taxi-cab driver, prior to activating the taxi-meter and beginning a trip, may request that the passenger pay an amount of up to ten dollars (\$10.00), as a deposit to be applied against the metered fare.

(2) Where a passenger refuses to pay a deposit requested by a taxi-cab driver according to (1), the taxi-cab driver may refuse service to the passenger.

(3) Upon payment of a deposit by the passenger requested under (1), the taxi-cab driver shall give a receipt to the passenger for the money given as a deposit.

(4) The taxi-cab driver shall apply the deposit given by a passenger under (3), against the metered fare at the conclusion of the trip.

(5) Where the deposit given under (3) is greater than the metered fare at the conclusion of the trip, the taxi-cab driver shall give money as a refund to the passenger, in the amount of the difference between the metered fare and the passenger's deposit.

(6) A taxi-cab driver shall record all deposits received from passengers under (3) on the trip record required by this Schedule, and shall give copies of all receipts required to be issued by (3), to his or her employer at the expiry of the taxi-cab driver's work shift or work period.

36b. A taxi-cab owner shall affix and maintain a tariff card otherwise in compliance with this Schedule, containing notice that the taxi-cab driver may request a deposit against the metered fare of up to ten dollars (\$10.00), in each of the owner's taxi-cabs.

36c. A taxi-cab owner shall affix and maintain a sign provided by the Issuer of Licences in a place visible to passengers in the interior of the taxi-cab, containing

notice that the taxi-cab driver may request a deposit against the metered fare of up to ten dollars (\$10.00), in each of the owner's taxi-cabs."

2. Paragraph 21 of Section 18 of Schedule 4 of the Licensing By-law No. 93-069, as amended, is repealed and replaced with the following:

"21. Not refuse to serve the first person requesting service of the taxi-cab, except where the person,

(a) owes the taxi-cab driver for a previous fare or service, or refuses to pay a deposit against the fare requested in compliance with section 36a;

(b) refuses to disclose his or her final destination before or immediately after entering the taxi-cab;

(c) asks to be driven to any place that the taxi-cab driver, on reasonable grounds, considers to be unsafe; or

(d) by obnoxious or abusive acts or language, leads the taxi-cab driver, on reasonable grounds, to anticipate from the person;

(i) obnoxious or abusive behaviour,

(ii) refusal to pay all or part of the fare, or

(iii) injury to the driver or damage to the taxi-cab."

3. Sections 1 and 2 of this by-law shall come into force upon the date of enactment, and are repealed on September 28, 1994.

4. In all other respects, Licensing By-law No. 93-069, as amended, is hereby confirmed without change.

PASSED this                      day of                      A.D. 1994.

City Clerk

Mayor



11.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 16

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** L.C. King, P.Eng.  
Building Commissioner

**SUBJECT:** Regional Development Charges Study  
(94.2.4.2.1.A, 94.4.12.1)

**RECOMMENDATION:**

That the City of Hamilton is opposed to the proposed changes to the Regional Development Charges By-law specifically policies A-2, A-4, A-11, and A-13 for the following reasons:-

- a) The new increased charges will adversely affect development; and
- b) The increased charges will adversely affect redevelopment of previously developed property; and
- c) The study gives greenfield development an unfair advantage over redevelopment; and
- d) The proposed policy changing to a charge based on building area will adversely affect large complexes.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A**

**BACKGROUND:**

On 1992 June 16, Regional Council authorized a new Development Charges Study. During 1992 and 1993, the three phases of study were completed and on 1994 April 15, the final report was issued by the Development Co-ordinating Committee.



The 1994 Development Charges Study outlines the following Policy Recommendations:

**A. DEVELOPMENT CHARGE POLICIES**

1. That Development Charges be imposed to recover the growth-related capital costs of new development and redevelopment in the Region of Hamilton-Wentworth;
2. That the Region of Hamilton-Wentworth continue to impose uniform development charges against residential and non-residential development;
3. That a 10% tax credit for residential and non-residential development be provided;
4. That development charges for non-residential development be based on the gross floor area of the proposed development;
5. That an additional 25% rate discount be provided for non-residential development;
6. That a one-time exemption per property be provided for non-residential development or redevelopment up to a maximum of 5,000 square feet of gross floor area;
7. That no development charges be assess on that portion of any non-residential development which exceeds 40% of the land area on which the proposed development will be situated;
8. That parking structures or garages be exempt from the definition of non-residential gross floor area;
9. That the existing policy regarding the provision of Development Charges Payment Postponement Agreements be continued;
10. That the existing policy providing a development charge credit for conversions be continued;
11. That the existing policy providing a development charge credit in respect of demolished structures be amended to change the credit period from 10 to 3 years;

12. That places of worship as defined in the Assessment Act be exempt from the payment of development charges, retroactive to 1990 June 20;
13. That no development charge exemption be provided for infill development or Lots of Records;
14. That a redemption of Development Charges paid for temporary residential structures be provided upon proof that the structure was demolished within 5 years of the date of building permit issuance;
15. That farm "helphouses" containing kitchen facilities be assessed development charges based on the single family dwelling residential rate;
16. That farm "helphouses" without kitchen facilities be assess development charges based on the non-residential rate;
17. That the schedule of residential and non-residential development charges attached to this report as Appendix "A", be approved;
18. That the proposed development charge rates be effective 1994 July 1;
19. That the development charges be based on the rates in effect on the building permit issuance date;
20. That all development charges be subject to semi-annual inflation indexing on 1 January and 1 July of each year, based on changes on the Composite Southam Construction Cost Index, Ontario Series;
21. That the draft development charges by-law be approved;
22. That the Regional Clerk be directed to amend the by-law index to repeal By-law R90-082, as amended and to incorporate the new Development Charges By-law;
23. That the following development charges reserves be renamed:
  - i) **Hospitals** reserve change to **Health Services**,
  - ii) **Traffic Operations Centre** reserve changed to **Fleet Services**,
  - iii) **Development Charges Study** reserve changed to **Growth Management**;

24. That the Commissioner of Finance be authorized to create the following development charges reserves for the collection and control of the related residential and non-residential development charge components:
  - i) Solid Waste Management, and
  - ii) Libraries;
25. That where levies greater than \$0 were paid under a Regional subdivision, severance or condominium agreement, the Region shall not impose additional development charges.
26. That the issue of front-ending service costs be examined as part of the A.C.T. Program project to Streamline the Development Process; and
27. That the development charges by-law shall expire 5 years from the date of its passage.

**B. FINANCIAL POLICIES**

1. That the existing policy of recovering service costs through the Local Improvement Act be continued;
2. That the growth-related component of servicing costs incurred because of the installation of local improvements and recovered under development agreements be recovered from development charges;
3. That the development agreements be amended to reflect the policy in Recommendation B-2, retroactive to 1990 June 20;
4. That the existing policy in respect of "Best Efforts" recoveries be continued;
5. That Regional Council assess individually those situations where charges for services flanking a property appear inequitable; and
6. That services be assessed along only the frontage of single family, semi-detached and multiple dwellings with individual lots where reverse frontage location have been mandated.

The Policy recommendations were reviewed by the City's Development Charges Staff Subcommittee and a number of recommendations were seen to be detrimental to the City of Hamilton.



- A-2      **That the Region of Hamilton-Wentworth continue to impose uniform development charges against residential and non-residential development.**

The Region's study has philosophically held the opinion that infill development be required to pay the same development charges as other forms of development. In terms of economic benefit to the Region, the opinion is certainly in their favour. However, the Region's continued policy in this matter directly affects development of the central building district of the City.

The major basis for the opinion that infill should be charged the same as greenfield development is that infilling results in additional storm and sanitary sewage flows. This argument is not supported by the City.

With respect to sanitary sewage flows, new Ontario Building Code requirements have reduced water consumption from fixtures by as much as 75%. All new fixtures and taps are now fitted with flow restrictive devices which drastically reduce water consumption and consequently sanitary sewer flows.

The consultant's report on storm drainage also contains some erroneous statements. The central building district of the City is already fully development as the consultant recognizes. It is the Region's contention that redevelopment will result in additional storm sewage flows. If a lot is already development, storm water is already managed by retention or direct connection to the storm sewers. Redevelopment by the replacement of parking lots or old buildings with new buildings will not increase the demand on storm sewers.

The policy of uniform development charges would also appear to be in direct conflict with the Region's own "Implementing Vision 2020". Under the section "Land Use in the Urban Area", the Region's Vision 2020 report recommends under Policy Shift:

- Direct new urban development into the existing designated urban area and permit a mix of suitable land uses rather than distinct separation.
- To minimize the environmental, social, and financial costs of new development to the residents of Hamilton-Wentworth.
- To minimize urban sprawl, the encroachment on rural and agricultural lands and commuting distances.

Part of the Vision 2020 task force entitled Detailed Strategies and Action Creating A Sustainable Region also confirms the City's position that uniform rates are not suitable in a section called "Land Use in the Urban Area":



- To curb urban sprawl and suburban encroachment on to rural and agricultural lands.
- To encourage only that development which makes efficient, and economical use of infrastructure and services.
- To encourage redevelopment of Hamilton's central core as the regional centre.

■ **A-4      That development charges for non-residential development be based on the gross floor area of the proposed development.**

Under this proposal, all non-residential buildings are subject to development charges based on the amount of floor area constructed. This has the effect of widening the application of the by-law to existing large complexes (i.e. Dofasco, Stelco, McMaster, Mohawk, and Hamilton Harbour Commission) that were not subject to the charges previously due to the allowable 50% coverage. This new policy will restrict those large complexes which traditionally have demolished and changed buildings based on technological demand.

■ **A-11      That the existing policy providing a development charge credit in respect of demolished structures be amended to change the credit period from 10 to 3 years.**

The change in credit from ten to three years will affect redevelopment of previously developed land. It is the current practice of land development in the central business district to demolish old dilapidated buildings and to use the lands for parking purposes as an interim use. The use continues until such time as economic demand for building meets supply. Implementation of this policy will only serve to force landowners to leave old buildings in place rather than removing them. This will result in additional enforcement costs for the City to keep the buildings maintained. This will also discourage the interim use of the property as a parking lot.

■ **A-13      That no development charge exemption be provided for infill development or Lots of Records.**

This policy has the same effect as Policy A-2 as it will discourage infill development.

12. (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 20

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
City Treasurer

**SUBJECT:** Proposed Extension Agreements on properties registered  
for realty tax arrears.

**RECOMMENDATION:**

- 1) That, in accordance with the Municipal Tax Sales Act, the City, upon the recommendation of the City Treasurer, be authorized to enter into extension agreements with the owner of lands (or the spouse) **where a property has been registered for tax arrears and is prior to the expiry of the one year redemption period**, in order to extend the payment period in which the cancellation price may be paid; and,
- 2) that the extension agreements be administered by the City Treasurer in accordance with the following policy:
  - a) The maximum period permitted by an extension agreement be 24 months and all tax arrears, including accumulated penalties, interest and costs, must be paid in full within this period, either through equal monthly instalments or by means of equal monthly instalments together with one or more lump sum payments of the outstanding balance.
  - b) All current instalments of realty taxes and any special charges added to the tax roll must be paid in full as they fall due as part of the payment arrangements.
  - c) The owner(s) will provide the City Treasurer with a series of postdated monthly cheques in the number and amount as required by the extension agreement.

- d) that the City Treasurer will only enter into an extension agreement if both of the following conditions exist:
  - (i) The owner's business taxes must be in good standing or satisfactory payment arrangements must exist prior to entering into an extension agreement.
  - (ii) The amount of the cancellation price must be less than 75% of the land's fair market value as estimated by the Property Department.
- e) that default by the owner on any payment under the extension agreement (including payment of current realty taxes) will result in the termination of the extension agreement.
- 3) that the City Treasurer be directed to submit a by-law required by the Municipal Tax Sales Act, to authorize each agreement, to City Council for approval; and,
- 4) that the Mayor and City Clerk be authorized to execute each Extension Agreement, in a form satisfactory to the City Solicitor.

*Allen C. Rose*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

Under the provisions of the Municipal Tax Sales Act 1990, the City Treasurer may register a Tax Arrears Certificate on improved properties where the realty taxes are in excess of three years. Once this certificate has been registered, the owner or any other interested party has a one year period in which they can redeem the property by making a lump sum payment of these outstanding tax arrears, penalties, interest, and costs (the cancellation price).

Over the past few months, we have encountered several situations where taxpayers have made proposals that Treasury accept various payment arrangements during the one year redemption period. The legislation only permits partial payments or payment arrangements pursuant to an extension agreement at the discretion of Council (Subsection 3(1) of the Municipal Tax Sales Act).



12.  
(b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 20

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Treasury Department Reorganization

**RECOMMENDATION:**

- a) That the position of "Taxation Analyst", be declared redundant upon the retirement of the present incumbent and deleted from the complement of the Treasury Department; and,
- b) that a position entitled "Collection Clerk/Taxation" be created and added to the complement of the Treasury Department; and,
- c) that this position be assigned a temporary rating and be subject to review by the Maintenance Committee after a 6 month period to establish final classification; and,
- d) that the Commissioner of Human Resources be authorized to post and fill the Collection Clerk/Taxation position.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

In September, 1993 I submitted a report to the Committee on the status of tax arrears which included proposed long-term solutions for improving our tax collection procedures and plans for a reorganization of the taxation and sundry revenue areas.



Over the past several months, we have reviewed the current job descriptions and duties being performed by the staff in these areas and it has become apparent, especially in the tax collection area, that there is a definite need to revise our procedures and increase our focus on tax collections especially in view of the current economic conditions.

We have developed a preliminary reorganization plan which will ultimately rearrange staff duties to centralize accounting functions, customer service and collections. It is our objective to implement this reorganization prior to the end of this year. This will ultimately result in a reassignment of duties to other staff in the revenue area.

One of our supervisors in the taxation area is retiring on June 30, 1994 and this position has been deleted from the 1994 budget estimates. In addition, a staff member in this area will be retiring on December 31, 1994. As we are not in a position at this time to officially re-allocate the duties pending our overall reorganization, and in view of our current tax arrears situation, I am recommending that a new position of "Collection Clerk/Taxation" be created and that the position be filled immediately. This will give us the opportunity to provide the necessary training to the successful applicant in the collections area in advance of the early retirement of the union staff member and our pending reorganization.

TWD

c.c. J. Johnston, Commissioner of Human Resources  
J.G. Pavelka, Chief Administrative Officer

12. (c)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 20

**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan Ross  
Treasurer

**SUBJECT:** Provincial Charge For Supplementary Assessments

**RECOMMENDATION:**

1. a) That the City of Hamilton advise the Minister of Finance of its objection to the Provincial charge for supplementary assessments which was established without consultation and with inadequate notice to municipalities, and;
- b) That the City of Hamilton give its full support to the Association of Municipalities of Ontario in their objections to the new provincial charge for supplementary assessments.
- c) That the Treasurer take the resultant City cost into account in subsequent reporting on the status of the 1994 Current Budget.

*Allan C. Ross*

**BACKGROUND:**

Supplementary assessments are additional assessments made during the taxation year after the assessment roll has been delivered to a municipality. The result is usually an increase in individual assessments, as a result of new construction or property renovations. That, in turn, means higher revenue for the municipality. These adjustments to the assessments are processed by the Regional Assessment Offices of the Provincial Ministry of Finance.

At a meeting held June 14, 1994, Minister of Finance Floyd Laughren informed Association of Municipalities of Ontario (A.M.O.) President Mabel Dougherty that, beginning July 1, 1994, the Province will charge municipalities for supplementary assessments. The charge will apply to lower-tier municipalities and school boards in unorganized areas which levy supplementary taxes, while upper-tier municipalities and school boards which requisition revenues from lower-tier municipalities will not be charged. Current legislation does not permit municipalities to charge upper-tier municipalities and school boards for their portion of the service.



Although this new charge will cost municipalities approximately \$18 million a year, neither A.M.O. nor municipalities in general were consulted with regard to this matter or even informed that this charge was being considered prior to the Minister's announcement, and the Province never approached municipalities to discuss the issue before Cabinet had made its decision. A.M.O. has expressed concerns directly to the Finance Minister regarding the downloading of additional costs onto municipalities without notice, especially due to the lack of sensitivity towards the municipal fiscal year. As well, A.M.O. has stated that the issue makes a mockery of the Province's frequently stated goal of creating a "partnership" with municipalities, and believes there is a need to develop and implement a means to apportion the cost between all of those who benefit from supplementary assessments, including upper-tier municipalities and school boards.

The fees will be set by regulation, and are based on the amount of work required. Each supplementary assessment requiring a detailed field inspection by an assessor will cost the City \$120 while those supplementary assessments which may be completed without a detailed field inspection will cost the municipality \$50 each. The fees are being established to help the government avoid reducing the level of service and recover some of the costs of providing it, and it anticipates recovering 63% of the annual cost of administering the program.

As an example of the new charge, a fee of \$120 plus \$50 will be charged for a change of business occupying a premise, while new business assessment or expansion/renovation of an existing business would cost \$120. A fee of \$50 will be charged for a change from residential assessment to commercial/industrial.

The full year cost to the City based on 1993 volumes, (which were probably at a relatively low point due to lower levels of development), would be \$424,000. The annualized impact of this new charge to the City for 1994 would be approximately \$500,000 - \$600,000 although for 1994 only one-half of that amount would apply as the charge will be effective July 1. The Finance Minister has also indicated that the first \$3,000 of work performed by the province would not be charged the fee, each and every year, including 1994.

The City Treasurer will take these additional costs into account and report back to the Finance and Administration Committee as part of the 1994 Current Budget monitoring process regarding the financial impact of these costs.

A.M.O. urges municipalities to contact the Minister of Finance, their local MPP's and the local news media with their comments regarding both the downloading of these costs onto municipalities and the lack of prior consultation with municipal governments. Therefore it is recommended that the City formally object to the Minister of Finance regarding this charge, and advise the A.M.O. of the City's support to their objections on this matter.





URBAN/MUNICIPAL

CA4 ON HBL A05  
CSIF31  
1994



Urban/Municipal Librarian  
Hamilton Public Library  
2nd Floor

NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE

HAMILTON PUBLIC LIBRARY


Thursday, 1994 July 21st

JUL 21 1994

9:30 o'clock a.m.

Room 233, City Hall

GOVERNMENT DOCUMENTS

  
Susan K. Reeder,  
Secretary

A G E N D A

1. DELEGATIONS

(a) Duncan Beattie, Hamilton Harbour Commissioners - Development Charges

(i) Information Report - Chairman, Development Charges Staff Sub-Committee

(b) Don Horrocks - Taxi Licence Plate

(i) Information Report - City Clerk

2. MAYOR MORROW

City funding contribution - Challenging the enactment of Bill 120 by the Ontario Legislature - An Act to amend certain statutes concerning residential property.

3. CONSENT AGENDA

4. CORRESPONDENCE

Association of Municipalities of Ontario - Request for the City to appoint one member of Council to serve on the new Large Urban Section Executive of AMO.

5. ALDERMAN D. ROSS

Security and General Maintenance Improvements - City Hall - Aldermen's receptionist area

44/118 6700



6. **BUILDING COMMISSIONER**

West Avenue School - 255 West Avenue North - Mural Art Project

7. **TREASURER**

Awarding of Contract for the Revised Tax Bills and other Tax Related Forms

8. **CITY SOLICITOR**

Sun Studios Tanning Centre Limited and By-law 93-071

9. **CITY CLERK**

- (a) Criteria and Procedure to establish New Bingo Halls and Upgrade or Relocate Existing Bingo Halls
- (b) Hosting of Conference - Municipal Law Enforcement Officers' Training Seminar and Annual Meeting

10. **DIRECTOR OF PROPERTY**

- (a) Underground Parking Garage beneath Commonwealth Square
- (b) Offer to Purchase City owned lands - 1306 Upper Wellington Street, Primecan Holdings Inc.

11. **PRIVATE AND CONFIDENTIAL AGENDA**

12. **OTHER BUSINESS**

13. **ADJOURNMENT**





OFFICE OF THE CITY CLERK

MEMORANDUM

1.(a.)

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MAY 12 1994

TO: Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Tina Agnello, Secretary  
Planning and Development Committee

OUR FILE:

PHONE: 546-2729

SUBJECT: **Matters for Discussion Between  
the Hamilton Harbour Commissioners  
and the City of Hamilton**

DATE: 1994 May 12

The Planning and Development Committee, at its meeting of 1994 May 4 resolved to refer item 3 of correspondence to the Planning and Development Committee from the Hamilton Harbour Commissioners to the Finance and Administration Committee for their appropriate action.

*T. Agnello*

cc: Alderman D. Ross, Chairperson, Finance and Administration Committee  
Alderman D. Drury, Chairperson, Planning and Development Committee

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MATTERS FOR DISCUSSION  
MEETING BETWEEN THE HAMILTON HARBOUR COMMISSIONERS  
AND  
THE CITY OF HAMILTON PLANNING AND DEVELOPMENT COMMITTEE

Room 233, Hamilton City Hall  
11:00 a.m. Wednesday, May 4, 1994

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Several land use conflicts between the Commissioners and the City remain unresolved.

1. REGION'S REFUSAL TO REFER O.P.A.80 TO O.M.B./DEEMING HHC'S  
OBJECTIONS "FRIVOLOUS"

- on City direction, Region terms HHC's objections frivolous on August 7, 1993;
- on October 13, 1994 the Port Director met with the Commissioner of Planning and Development to discuss potential means to resolve this matter. The Commissioner of Planning and Development advised that his direction from Council limited his ability to deal with this matter further;
- November 9, 1994 informal meeting between HHC and Alderman Ross and Alderman Drury wherein HHC was informed that Councils for the City and Region did not wish to lift the "frivolous" designation and refer O.P.A. No. 80 to the O.M.B.;
- HHC advised that they were left with no alternative save to request a judicial review;
- on March 8, 1994, HHC files for judicial review by the Ontario Court of Justice of Councils' action;
- matter can be resolved should City agree to O.M.B. referral and reimburse HHC for legal costs (to date approximately \$20,000 directly attributable to necessity of judicial review).

2. ONGOING PLANNING DISPUTES

- Since 1983, HHC has objected to eleven (11) City Official Plan Amendments and zoning by-laws affecting the lands of the Commissioners;

- basis of HHC's objections include down-zoning HHC lands; regulation of shipping and navigation (federal jurisdiction); failure to protect Port from incompatible adjacent uses; failure to recognize importance of the Port; and designation of inappropriate land uses for HHC lands;
- ongoing negotiations between respective planning staff and legal representatives have failed to resolve the dispute
- in October of 1993, City and HHC explore use of third party mediator in order to resolve this lengthy dispute and avoid the cost of O.M.B. hearings - HHC was advised on January 21, 1994 that City does not want to proceed with mediation;
- matter can be advanced by City agreeing to mediation.

### 3. DEVELOPMENT CHARGES

- HHC was advised in June, 1993 that both City and Regional Development charges were applicable to Commissioners' port developments;
- HHC position that Commissioners are exempt from application of by-laws in that:
  - (a) Port development for shipping and navigation purposes is within federal jurisdiction;
  - (b) HHC regulates, develops, operates and maintains services on Port lands; and
  - (c) charges inhibit growth and port development as a result of inequitable application from port to port, both within Ontario and across Canada.
- on March 4, 1994 HHC was advised by City of Hamilton Review of the Development Charges Staff Sub-Committee that Development charges would apply to HHC lands;
- HHC continue to seek acknowledgement that Port lands are exempt from the application of these by-laws.





# CITY OF HAMILTON

## - INFORMATION -

1. (a.)  
(i)

**DATE:** 1994 July 15

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** L.C. King, P.Eng., Chairman  
Development Charges Staff Subcommittee

**SUBJECT:** Application of City Development Charges By-law to the  
Hamilton Harbour Commission, 605-609 James Street  
North (94.2.9, 94.4.12)

### BACKGROUND:

In 1993 June, an application for a building permit on lands owned by the Hamilton Harbour Commissioners (H.H.C.) triggered the application of the Development Charges By-law. Upon informing the H.H.C. that development charges were payable, further information was provided that negated the payment of any charges. This was the first building permit application since the passing of the by-law in 1990 that had required payment of any charges.

On 1993 October 14, a meeting was held with Chairman A.U. Oakie, Commissioner Duncan Beattie, staff members of the H.H.C., and City Law and Building Department staff. The purpose of the meeting was to discuss the applicability of the Development Charges By-law to the H.H.C. lands. After considerable discussion, it was decided that the H.H.C. would make a formal written request to the Development Charges Staff Subcommittee for an official interpretation of the application of the by-law.

On 1993 November 8, the Development Charges Staff Subcommittee met and examined the submission of the H.H.C. A letter was subsequently sent (see attachment) to the H.H.C. confirming the following:-

- The Development Charges Act and the City of Hamilton Development Charges By-law apply to the lands of the Hamilton Harbour Commissioners.
- The lands held by the Hamilton Harbour Commissioners are subject to payment of development charges when building development exceeds 50% of land coverage.
- Each building permit application will be treated as a normal application and will be examined on its own merit.

The basis for the decision of the Development Charges Subcommittee is contained in section 3 (6) of the Development Charges Act. This section of the Act gives clear direction as to any lands which are not subject to payment of fees required under a by-law passed under the Development Charges Act.

Section 3 (6) of the Development Charges Act specifically states as follows:

3 (6) No land, except land owned by and used for the purposes of a board as defined in subsection 30 (6) or a municipality, is exempt from a development charge under a by-law passed under subsection (1) by reason only that it is exempt from taxation under section 3 of the Assessment Act.

Under section 29 (1) of the Development Charges Act, "Board" means the following:

29 (1) "board" means a board described in paragraph 3 of subsection 1 (1) of the Education Act, other than,

- (a) a board established under section 70 of the Education Act,
- (b) a board of education for an area municipality in The Municipality of Metropolitan Toronto,
- (c) The Metropolitan Toronto French-Language School Council, and
- (d) The Ottawa-Exempt French-language School Board,

but includes the public sector and the Roman Catholic sector of The Ottawa-Exempt French-language School Board and The Metropolitan Toronto School Board;

In summary, it is the City's position that the Development Charges Act and the City's Development Charges By-law is applicable to the Hamilton Harbour Commissioners.

LCK/PCL/dm

# BUILDING DEPARTMENT

71 Main Street West, Hamilton, Ontario L8N 3T4  
Telephone (905) 546-2720 / Fax (905) 546-2764



City of  
HAMILTON

FILE: Sec. B, 94.4.12  
ATTENTION OF: P.C. Lampman  
TELEPHONE NO: (905) 546-4653

March 4, 1994

The Hamilton Harbour Commissioners  
605 James St N  
Hamilton On L8L 1K1

ATTENTION: J. Brookfield

Dear Sir:

RE: City Development Charges By-law  
605-609 JAMES STREET NORTH

On October 14, 1993, staff from the Law and Building Departments met with staff members and your chairman respecting the application of Development Charges By-laws to lands owned by the Hamilton Harbour Commissioners.

Further to that meeting, the Review of the Development Charges Staff Subcommittee met and reviewed your submission respecting application of the Development Charges By-law to your lands. After careful consideration of your submission, the Subcommittee wishes to confirm to you the following:

- The Development Charges Act and the City of Hamilton Development Charges By-law apply to the lands of the Hamilton Harbour Commissioners.
- The lands held by the Hamilton Harbour Commissioners are subject to payment of development charges when building development exceeds 50% of land coverage.
- Each building permit application will be treated as a normal application and will be examined on its own merit.
- Your letter only deals with development charges and not other legislation.

...2



The Hamilton Harbour Commissioners - 2 -  
ATTENTION: J. Brookfield

March 4, 1994

As discussed in the meeting on October 14, 1993, the matter of development charges was brought to light only because a particular application for a building permit resulted in a calculation of the development charges. All other building permits which you have obtained since 1990 were not subject to development charges due to the fact that land coverage was not in excess of 50%.

The City does appreciate your support of separate and different development charges for greenfield and previously developed property. This matter of having separate charges for land which has not previously been developed and previously developed land is still being actively pursued by the City of Hamilton.

We trust this confirmation answers your questions regarding application of the By-law and will aid you in your endeavours.

Yours truly,



L.C. KING, P.Eng.  
Building Commissioner

LCK\POL\dm

c.c. - P. Noé Johnson, Law Department

DON HORROCKS JUN 17 1994  
858 UPPER JAMES #2025

HAMILTON, ONTARIO

L9C758

TEL. 577 3875, 574 1617

JUNE 1, 1994

CITY OF HAMILTON  
TO: FINANCE + ADMINISTRATION  
COMMITTEE  
ATTENTION: DON ROSS

DEAR SIR

I WOULD APPRECIATE AN OPPORTUNITY TO  
APPEAR BEFORE YOUR COMMITTEE TO DISCUSS  
THE STATUS OF MY TAXI LICENCE # 244. ISSUED  
TO ME IN 1981

THANK-YOU IN ADVANCE FOR YOUR  
ANTICIPATED CONSIDERATION I REMAIN,

YOURS VERY TRULY



DON HORROCKS

1.(b.)



**CITY OF HAMILTON**

**- INFORMATION -**

1. (b.)  
(i)

**DATE:** 1994 July 18

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

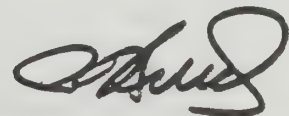
**SUBJECT:** MR. DONALD HORROCKS, TAXI LICENCE #244

**BACKGROUND:**

On May 26, 1981, City Council, on the recommendation of the Licensing Committee, approved issuance of a special taxi cab owner's licence from the "priority list" to Mr. Donald Horrocks. Among the conditions of this issuance was the proviso that the licence could not be transferred or leased for a period of fifteen years from the date of issuance, without the approval and consent of the City of Hamilton. (Resolution attached as Appendix "A".)

On April 24, 1990, City Council, on the recommendation of the Licensing Committee, granted permission to Mr. Horrocks to lease his taxi cab licence. (Resolution attached as Appendix "B").

In January of this year Mr. Horrocks requested the Licensing Committee's permission to sell his licence due to his physical condition and on the advice of his physician to retire from the taxi industry. The Licensing Committee considered this matter at its meeting on February 9, 1994, and denied Mr. Horrock's request. (Excerpt from the February 9, 1994 minutes of the Licensing Committee meeting is attached as Appendix "C").



JJS/bc  
att.

c.c. P. Noé Johnson, City Solicitor



Subjoined is a copy of Section 10 of the Tenth Report for 1981 of the Legislation Committee adopted by City Council at its meeting held May 26, 1981.

10. That the following recommendation of the Licensing Committee be approved.

"That Mr. Donald Horrocks be issued a special taxi-cab owner's licence from the "priority list". Said licence shall not be transferable for a period of fifteen years from date of issuance. Further, said licence or any interest or rights therein shall not be sold, leased, assigned, pledged, mortgaged, deeded or otherwise dealt with by Mr. Horrocks for a period of fifteen years from date of issuance and only then with express prior approval and consent of The Corporation of the City of Hamilton, or its successor otherwise such licence shall immediately cease to be in effect and the City shall be free to revoke and cancel same.

Subject to the above, all provisions of The City of Hamilton Licencing Code 79-323 as amended from time to time, and not in conflict with the above, shall apply.

The Licencing Committee also recommends that the City Solicitor be authorized to take all necessary action to resolve the present court action on the above basis.

#### Explanatory Note

For the information of the Members of City Council, at its meeting held February 7, 1980, the City of Hamilton Licencing Committee denied Mr. Donald Horrocks a taxi-cab owner's licence. Subsequently on July 29, 1980 Mr. Horrocks served the City with a Notice of Application for Judicial Review requesting that the Licencing Committee's decision be set aside and a taxi-cab owner's licence be issued to Mr. Horrocks. The matter is still pending before the Divisional Court.

On May 11, 1981, the City of Hamilton Licencing Committee met with Mr. Horrocks and his solicitor with a view to resolve the matter. As a result of that meeting, the Licencing Committee is recommended that Mr. Horrocks be issued a special taxi-cab owner's licence based on the terms contained in the above report."

## Appendix "B"

Subjoined is a copy of Section 1 of the Second Report for 1990 of the Hamilton Licensing Committee adopted by City Council at its meeting held April 24, 1990.

1. That Mr. Donald Horrocks be granted permission to lease private taxi cab owners licence number 244.

**NOTE:** For the information of members of City Council, this matter arose under the unique circumstances surrounding the issuance of Mr. Horrocks' taxi cab owners licence.

Mr. Horrocks commenced litigation against the Corporation of the City of Hamilton and the Licensing Committee, over the refusal by the Licensing Committee to issue a licence in 1979. To settle the litigation the City authorized issuance of a licence in 1981, subject to Minutes of Settlement prohibiting among other things, leasing and transfer of the licence for fifteen years (to 1996). The Minutes of Settlement were confirmed in a court order, which Mr. Horrocks now hopes to amend because of the hardship imposed.

The Licensing Committee has consented to allow leasing of Mr. Horrocks' plate, which was prohibited for all licenses at the time of the Order, but which has since been allowed by By-law number 89-249. As the other party to the original action, the Corporation of the City of Hamilton may decide whether or not to allow leasing of the licence. (Further information may be obtained from the Secretary.)

Subjoined is a section of the Minutes of the City of Hamilton Licensing Committee Meeting held February 9, 1994.

6. Donald Horrocks

Mr. Dembe presented a request from Cab Owner, Donald Horrocks, to be given the option to sell his Cab Owner Licence. He further informed the Committee that Mr. Horrocks had received a Cab Owner Licence from the Priority List as a result of a court settlement in 1981. A condition of the settlement was that he could not transfer the Cab Owner Licence for 15 years. Mr. Horrocks suffers from chronic back problem and has been advised by his physician to not drive for long periods of time. Medical information was submitted to the Committee. City Council had previously granted him permission to lease the taxicab owner plate. Mr. Horrocks advised that he was in financial difficulty and requested that he, at least, have the option of transferring the Cab Owner Licence to his wife. Mr. Dembe gave information from a memo from Ron Sabo of the Law Department regarding Mr. Horrocks' request.

It was the Committee's decision to deny the request.



2.

June 29th, 1994

MEMO TO: Susan Reeder, Secretary  
Finance & Administration Committee

FROM: Mayor Robert M. Morrow

SUBJECT: BILL 120, THE ONTARIO LEGISLATURE  
AN ACT TO AMEND CERTAIN STATUTES  
CONCERNING RESIDENTIAL PROPERTY

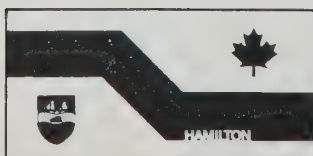
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RECOMMENDATION: That the City of Hamilton contribute up to \$5,000 towards challenging the enactment of Bill 120 in the courts as per the information provided by Mayor Tom Gosnell of London, Ontario. The Chief Administrative Officer and the City Treasurer to recommend an account for the payment of this contribution.

BACKGROUND: Please refer to the correspondence of June 3rd and June 21st, 1994 provided by Mayor Tom Gosnell of London.

RMM/DC/pb

cc: Ald. Don Drury, Chairman of the Planning & Development Committee  
Ald. Don Ross, Chairman of the Finance & Administration Committee  
Joe Pavelka, Chief Administrative Officer  
Victor Abraham, Director of Local Planning  
Allan Ross, City Treasurer  
Patrice Johnson, City Solicitor





MON 13:16

MAYOR'S OFFICE  
MAYOR'S OFFICE

FAX NO. 5196615308  
FAX NO. 5196615308

P.01  
P.02



*The Corporation of The City of London*  
*The Office of The Mayor*  
*Tom Cosnell*  
*Mayor*

June 21, 1994

To All Ontario Counties:

To All Regional Municipalities:

To All Local Municipalities with populations of 50,000 or Greater:

Dear Municipal Colleagues:

On June 20, 1994 London City Council passed the following resolution about initiating a legal challenge with respect to the constitutionality of Bill 120:

*"That McCarthy Tetrault, Barristers and Solicitors, be instructed to commence, in concert with other Municipalities and/or individuals, an action in the Ontario Court - General Division along the lines set out in the attached letter dated June 3, 1994 from the said law firm with respect to the validity of the recently enacted (yet to be proclaimed) Bill 120, An Act to amend certain statutes concerning residential property, all at an upper cost of \$5,000 at this stage in the undertaking and that the City Clerk be requested to canvass as quickly as possible all Ontario Counties, all Regional Municipalities and all Local Municipalities with populations greater than 50,000 to solicit contributions from them towards the cost of bringing this action to a conclusion in the Courts."*

As a result of the action taken by my Council, I am writing to you to solicit the financial support of your Council relating to this undertaking; McCarthy Tetrault has advised us that the first phase of the action would require a budget of up to \$30,000., an amount that would fund (1) an examination of the merits of the case, (2) an opinion about the best way in which to proceed with it in terms of who the plaintiffs would need to be; (3) and would bring the case through pleadings to the point of commencement of the action. Phase 2 of the process would involve the institution of the action itself and its maintenance on an ongoing basis up to trial; this phase will require additional funding.

.... 2

City Hall, 300 Dufferin Avenue, P.O. Box 5035, London, Ontario N6A 4L9  
Telephone: (519) 661-4320 Fax: (519) 661-5306

MON 13:16

MAYOR'S OFFICE  
MAYOR'S OFFICE

FAX NO. 5196615308  
FAX NO. 5196615308

P.01  
P.03

- 2 -

It is only with the greatest reluctance and from a sense of total frustration that London City Council has decided to go down this path; however, I know from discussions with many of my municipal counterparts that the sense of exasperation with this legislation is widely shared.

At this stage there is no alternative that can be pursued to stop the finalization of this legislation beyond the "legal challenge option" outlined in this letter.

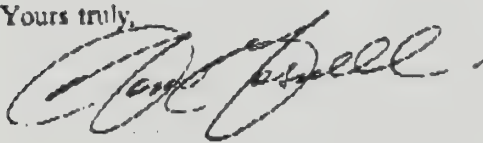
I would ask you on an urgent basis to bring this letter and our request for support to the attention of your Council; your contribution cheque towards the budget for this process should be sent to:

*Treasurer, City of London (Bill 120 Fund)  
City of London  
P.O. Box 5035  
London ON N6A 4T9.*

The Association of Municipalities of Ontario has indicated that it will assist us in keeping municipalities advised about the progress of this action; and we will of course provide you with an accounting of the manner in which your contribution has been utilized.

Please feel free to contact my office at 1-519-661-4920 if you need more information or if I can assist you further in explaining this situation.

Yours truly,



Tom Gosnell  
Mayor  
/r  
Encl.

## THE CORPORATION OF THE CITY OF LONDON

DEPARTMENT OF THE CITY CLERK  
KW. SADLER, CITY CLERK

June 21, 1994

McCarthy Tétrault  
Barristers & Solicitors  
Suite 2000, One London Place  
255 Queens Avenue  
London, Ontario N6A 5R8

I hereby certify that the Municipal Council, at its session held on June 20, 1994 resolved:

11. That McCarthy Tétrault, Barristers and Solicitors, be instructed to commence, in concert with other Municipalities and/or individuals, an action in the Ontario Court - General Division along the lines set out in the attached letter dated June 3, 1994 from the said law firm with respect to the validity of the recently enacted (yet to be proclaimed) Bill 120, *An Act to amend certain statutes concerning residential property*, all at an upset cost of \$5,000 at this stage in the undertaking and that the City Clerk be requested to canvass as quickly as possible all Ontario Counties, all Regional Municipalities and all Local Municipalities with populations greater than 50,000 to solicit contributions from them towards the cost of bringing this action to a conclusion in the Courts. (37.1.1) (11/22/BC) (AS AMENDED)

K. W. Sadler  
City Clerk/sp  
att'dc.c. J. E. Fleming, City Administrator  
R. A. Blackwell, City Solicitor  
V. A. Coté, Director of Planning & Development  
L. H. Kearney, City Treasurer  
M. Smither, Municipal World300 DUFFERIN AVENUE, P.O. BOX 5035, LONDON, ONTARIO N6A 4T9  
TELEPHONE: (519) 661-4530 FAX: (519) 661 4802

TUE 12:04

MAYOR'S OFFICE

FAX NO. 5196615308

P.03

37.11.94

Residents  
Rights

<b>CITY CLERK</b>	No.
SUBJECT: Residents Rights - Bill 120	
DATE	JUN 1 1994
RE: R.C. ✓	

**McCarthy Tétrault**

BARRISTERS &amp; SOLICITORS - PATENT &amp; TRADEMARK AGENTS

SUITE 2000, ONE LONDON PLACE  
415 QUEENS AVENUE, LONDON, ONTARIO, CANADA N6A 5R9  
FACSIMILE (519) 660-3599 - TELEPHONE (519) 660-3587

BOARD OF CONTROL JUN 1 6 1994 20

COUNCIL JUN 2 0 1994 11

Direct Line: (519) 660-7218

June 3, 1994

His Worship Mayor Tom Gosnell  
Members of Board of Control  
The Corporation of the City of London  
300 Dufferin Avenue  
London, Ontario  
N6B 1Z2

Dear Mayor Gosnell,

Re: Bill 120

Further to our discussions late last week and my discussions with Controller Hopcroft and Mr. Blackwell, we have had an opportunity to undertake a very preliminary review of possible legal avenues of attack against Bill 120. It is our present understanding that Bill 120 has been passed by the Ontario Legislature but has not yet been proclaimed in force. Proclamation is anticipated on or about July 1, 1994 and initial investigations would indicate that this is an appropriate time to consider an action in respect of Bill 120.

I am pleased to advise that McCarthy Tétrault can bring considerable expertise to this question of law and we have on staff in our Toronto office a lawyer who has, in the past, advised the government on the constitutionality of its legislation as well as other lawyers who have been involved in the legal challenge of government legislation. For that reason, we can bring forward a comprehensive review quickly and at a reasonable cost to the municipalities involved. We would most look forward to assisting the City and other municipalities in the province in their challenge of this legislation and would be prepared to coordinate all activities through the writer and our London office. We would expect to work closely with Mr. Blackwell throughout our review and in any subsequent action.

I believe it should be made clear at the outset that while we may identify a proper cause of action, any attack of government legislation is extremely difficult and it is our understanding that one of the principal objectives in commencing the action will be to delay the implementation of Bill 120 and create pressure for its review, either by the existing government or by successor governments. In the course of our review, we will provide you with our opinion as to the strength of the case on its merits, and will also provide you with an outline as to the procedure and the anticipated timing under which an action might proceed. At this point in time, we are not at all sure that the merits of the action are strong, however, we presently believe that a cause of action can be properly

**OFFICE OF THE  
MAYOR**

RECEIVED JUN 3 1994

Referred to  
Subsequent Review  
☐ For Action  
☐ For Information

Mr. Blackwell  
☐ For Report  
☐ For File



McCarthy Tétrault

- 2 -

June 3, 1994

framed and pursued. The institution of the lawsuit may well prompt a reconsideration by the provincial government, especially if backed by numerous municipalities across the province. We would be prepared to work with the City in making information available to other municipalities to allow them to properly consider their support of any proposed action.

While there may be many avenues under which the matter could be approached, initially it would appear that the major attack would be under section 7 of the Charter dealing with "the life, liberty and security of the person". These words have not been rigidly defined by the Supreme Court of Canada and, to date, the court has shown some reluctance to unduly restrict the application of this clause. It would be our present intent to concentrate upon the "security of the person" language of section 7 and cite the potentially adverse consequences of this legislation, including:

1. The expressed concern of fire inspectors and other public officials as to the safety of dwelling units that might be created under this legislation. Since the existing system does not allow for adequate inspection, a feature that is in fact recognized by the legislation, the broad based application of the legislation may, in fact, create significant hazard. There are recent examples that can be cited in support of this position and in support of the evidence that might be given by fire inspectors and other public officials.
2. We understand that concern has already been expressed through the Ministry of Energy and Environment as to the manner in which this legislation will affect sewer allocations and the accepted criteria under which developments have, to date, been approved throughout the province. It might well be shown that the legislation will call into question many of the accepted ratios under which developments have received environmental approvals, and under which services have been installed.

Other areas which merit investigation include the process under which the legislation was introduced, the encroachment of the province into the zoning process and the emerging doctrine of reasonable expectation.

By concentrating on the safety of the individual and the environment of our province, we might well create an onus on the Crown to answer the denial of rights protected under section 7 of the Charter. In short, we would extend the application of section 7 to show that there is a serious risk to parties who would otherwise be the beneficiaries of the legislation due to very real concerns with respect to fire, health and safety.

McCarthy Tétrault

- 3 -

June 3, 1994

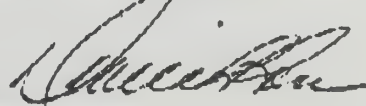
It would be our initial feeling that the matter should be approached by way of the institution of a formal action rather than by an application to simply enjoin the government from the implementation of the legislation. By commencing an action, we would ultimately have rights of discovery of the Crown which might well prove very interesting and perhaps supportive of our case. We can also apply for injunctive relief within the lawsuit to enjoin the implementation of the legislation.

As noted above, it might well be that the commencement of an action and a very substantial show of support by municipalities across the province would be enough to cause the government to rethink their position. In any event, I would recommend that the matter be approached in two steps, the first being a review of facts and applicable law to provide you with a more detailed opinion as to the merits of the action and the course of procedure. This would include consideration of whether the proceedings should be instituted by the municipality, private citizens or both. As previously discussed, we believe that while this might be quite complicated, we would be in a position to provide Council with firm advice as to the merits of the action and the process and would estimate fees in the range of \$25,000 to \$30,000. We would work with Mr. Blackwell to keep fees as reasonable as possible and in the event that we saw considerable additional exposure for fees, we would advise you immediately. I would anticipate that this would take us through pleadings to the point of commencement of action and we would have to then consider the second step, being the institution of the action and its maintenance on an ongoing basis as we proceeded through an application for injunction, discovery and ultimately to trial.

I will look forward to discussing the matter with you, and remain,

Yours very truly,

MCCARTHY TÉTRAULT



Daniel R. Ross

DRR:jg

JUL 15 1994

CITY OF HAMILTON

- INFORMATION -

DISTRIBUTED FOR INFORMATION  
TO MEMBERS OF PLANNING AND  
DEVELOPMENT COMMITTEE.  
P. N. Johnson & Arts Centre  
Law Dept  
1994 July 12  
DATE SIGNATURE

DATE: 1994 July 11

REPORT TO: Tina Agnello, Secretary  
Planning and Development Committee

FROM: Len C. King, P. Eng.  
Building Commissioner

JUL 12 1994

SUBJECT: Bill 120, The Residents Rights Bill  
Two Unit Residential Occupancies (94.2.4.2.1.)

BACKGROUND:

✓ SECRETARY  
The Provincial Government has established a Task Force to deal with issues related to the implementation of apartments in houses, under Bill 120. The task force has met on 1994 June 3 and 1994 June 23.

The purpose of the task force is to provide advice and suggestions on appropriate training and communication materials related to the implementation of the apartments in houses legislation and new Fire Code regulations. The communication material and plan is intended to encourage owners and tenants to know their rights and obligations. It is also intended to ensure that enforcement officials understand how to implement the legislation and regulations. The task force will review copy and format of communication material, suggest distribution mechanisms and appropriate training initiatives.

The task force is chaired by the Ministry of Housing and includes representation from:

Ministry of Housing staff  
Office of the Fire Marshal staff  
Ontario Building Officials Association  
Ontario Association of Fire Chiefs  
Ontario Association of Property Standards Officers  
Ontario Municipal Fire Prevention Officers Association  
Ontario Real Estate Association  
Insurance Bureau of Canada  
Association of Municipalities of Ontario

SECRETARY P+D

To

This

Tues +

7+4 - Thurs



NOTE: The Manager of Field Services, Mr. Brian D. Allick, is a member of the Task Force, representing the Ontario Association of Property Standards Officers.

The Ministry of Housing intends to launch a Communications Plan and will target the media and municipal enforcement officials. An announcement package is planned for release 1994 July 14.

A municipal guide will be developed and is to include: an overview of the legislation; Solicitor Generals Fire Code Commentary; Building Code Commentary and Planning Act Commentary. The distribution of the municipal guide will include Municipal Chief Building Officials, Planning Commissioners, Fire Chiefs and the News Media.

In the Fall of 1994 the communications plan will target homeowners and tenants. The messages will include, New rights and obligations regarding apartments in houses, the importance of fire safety and who to call. The material will include; Tenant information brochure; homeowner information brochure; Garden suite overview brochure and Garden suite information kit (for municipality and owners). The brochures will be available in multiple languages.

Outreach and training sessions will be planned to assist the enforcement staff in Fire, Building and Property Standards, and for the benefit of Planners and Rent Control staff.

Due to the current initiatives of the Ministry of Housing and the pending communication plans to inform the public and train municipal enforcement staff, meetings are being convened between the Fire Department and the Building Department staff to discuss implementation procedures.

It should be noted that the Province has made no provision for reimbursing Municipalities for the substantial costs that will be incurred by the Building Department and the Fire Department in the enforcement of these new Regulations.

Further, the Province has recently adopted legislation requiring a charge for supplementary assessments which was established without consultation and with inadequate notice to Municipalities.

A further report will be submitted upon convening of these meetings.

HDA/sb





3.

**FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, 1994 JULY 21ST**

**CONSENT AGENDA**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

- (i) Minutes of the special meeting of the Finance and Administration Committee held Tuesday, 1994 June 14th
- (ii) Minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 June 23rd

**B. TREASURER**

- (i) Funding - West Harbourfront Development Study Jobs Ontario Application
- (ii) Funding - Proposed construction of a combined sidewalk and curb on the south side of Brock Street from John Street to approximately 24m east of Hughson Street (frontage of 10 Brock Street)
- (iii) Closure of Capital Projects
- (iv) Funding - Gourley Park - Tennis Club
- (v) Funding - Ferguson Avenue between Barton and Cannon Streets - Jobs Ontario - Community Capital Application.
- (vi) Canada/Ontario Infrastructure Works Program

**C. CITY SOLICITOR**

Debenture By-law - Capital Projects - 1994

**D. ACTING DIRECTOR OF PUBLIC WORKS**

Purchase of Two (2) Crew Cab Stake Dump Trucks, Fleet Services.

**E. COMMISSIONER OF HUMAN RESOURCES**

Appointments to and terminations from permanent positions with the Corporation of the City of Hamilton to 1994 July 14



**F. DIRECTOR OF INFORMATION SYSTEMS**

Closing of Various Capital Accounts

**G. CITY CLERK**

- (i) Use of City Facilities - C.N.I.B. Walkathon
- (ii) Use of City Facilities - Take Back the Night Committee
- (iii) Use of City Facilities - Police Services Act - Board of Inquiry
- (iv) Use of City Facilities - Tele-Touch

**H. DIRECTOR OF PROPERTY**

- (i) Direct Purchase of Natural Gas
- (ii) Surplus Board of Education Properties

**I. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items.





Tuesday, 1994 June 14  
11:30 o'clock a.m.  
Room 233, City Hall

A special meeting of the Finance and Administration Committee was held.

**There were present:**

Alderman D. Ross, Chairperson  
Alderman B. Charters, Vice-Chairperson  
Alderman D. Drury  
Alderman T. Anderson  
Alderman G. Copps  
Alderman D. Agostino  
Alderman T. Cooke

A. (i)

**Regrets:**

Mayor Robert M. Morrow, City Business  
Alderman V. Agro, City Business

**Also present:**


Alderman F. Eisenberger  
Alderman H. Merling  
Alderman W. McCulloch  
Alderman B. Morelli  
Alderman F. D'Amico  
Alderman D. Wilson  
Alderman M. Kiss  
J. Pavelka, Chief Administrative Officer  
J. Johnston, Commissioner of Human Resources  
P. Noé Johnson, City Solicitor  
A. Ross, Treasurer  
Susan K. Reeder, Secretary

The Committee moved In Camera to discuss a Personnel matter of a Private and Confidential nature.

The Committee did not reconvene in regular session and adjourned.

**Taken as read and approved,**

**ALDERMAN D. ROSS, CHAIRPERSON  
FINANCE AND ADMINISTRATION COMMITTEE**

  
**Susan K. Reeder**  
Secretary

**1994 June 14**

/mjw



Thursday, 1994 June 23  
9:30 o'clock a.m.  
Room 233, City Hall

The Finance and Administration Committee met.

There were present: Alderman B. Charters, Acting Chairperson  
Alderman T. Anderson  
Alderman V. Agro  
Alderman D. Drury  
Alderman G. Copps  
Alderman T. Cooke  
Alderman D. Agostino

A.  
(ii)

Regrets: Alderman D. Ross, Chairperson - Other Business  
Mayor Robert M. Morrow - Vacation

Also present: J. Pavelka, Chief Administrative Officer  
D. Vyce, Director of Property  
A. Ross, Treasurer  
M. Kay, Treasury  
P. Noé Johnson, City Solicitor  
R. Menagh, Human Resources  
J. Schatz, City Clerk  
L. Bournes, Acting Commissioner of Human Resources  
P. Lampman, Deputy Building Commissioner  
L. King, Building Commissioner  
B. Allick, Building Department  
Chief G. Baker, Fire Department  
P. Baker, General Manager, Hamilton Parking Authority  
G. Corsini, Hamilton Parking Authority  
T. Daw, Treasury  
K. Beattie, Treasury  
Susan K. Reeder, Secretary

1. PRIVATE AND CONFIDENTIAL AGENDA

The Committee moved in camera to discuss matters of a private and confidential nature.

The Committee moved back into regular session and approved the following:

BB CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS - City of Hamilton -  
ats- Dean; Ontario Court (General Division) Action No. 26723/91.

- (a) That the City increase its Offer to Settle in Ontario Court (General Division) Action No. 26723/91 from \$5,000. inclusive of all claims for damages, interest and costs, to \$6,250. inclusive of all claims for damages, interest and costs; and,
- (b) That all other terms of the Offer to Settle remain the same.



**CC   TREASURER AND DIRECTOR OF PROPERTY - Treasury Department - Renovations**

- (a) That the Director of Property and the City Treasurer be authorized to proceed with the following security enhancements in the Treasury Department:
  - (i) The installation of clear glass partitions above the marble access counters, with appropriate openings to allow communication with the public; and,
  - (ii) The installation of regular doors with appropriate security at the east and central entrances to the Treasury Department; and,
  - (iii) The installation of an exit only door adjacent to the Treasurer's office at the west end of the Treasury Department; and,
  - (iv) Modifications to the Treasury Department security vault at the east end of the office; and,
- (b) That the estimated costs for the above security improvements in the amount of \$50,000. be financed from Account CF 3191 41004 - Security Improvements Requirements - City Hall and Account CF 3191 41003 - Accommodation Requirements - City Hall.

**DD   TREASURER****(i)   Write-Off of Outstanding Business Taxes**

That outstanding business taxes in the amount of \$338,522.96 be written-off in accordance with Section 441 of the Municipal Act, R.S.O. 1990, and charged to Account CH 53401 24106.

**(ii)   Write-Off of Outstanding Accounts Receivable**

That outstanding Accounts Receivables totalling \$33,220.17 be written-off and charged to Account CH 15401 00001.

**2.   CONSENT AGENDA****A   MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its regular meeting held Thursday, 1994 May 26 and its special meeting held Tuesday, 1994 May 31 and approved these minutes as circulated.

**B   ACTING MANAGER OF PURCHASING**

- (i)   **Extension of Purchase Orders for the Supply and Delivery of Gasoline and Diesel Fuel, Various Locations**

The Committee was in receipt of a report from the Acting Manager of Purchasing dated 1994 May 18 respecting the above-noted matter and approved the following:

That the City exercise its option to extend the existing purchase orders for the supply and delivery of Gasoline and Diesel Fuels to various City Departments as and when required for one additional year to 1995, June 30, as follows:

- (a) To Esso Imperial Oil, Willowdale for Premium and Unleaded Gasoline
- (b) To Petro Canada Inc., Toronto for #2 Diesel Fuel
- (c) To Shell Canada, Toronto for #1 Diesel Fuel

**(ii) Supply and Delivery of Workers' Uniform Clothing**

The Committee was in receipt of a report from the Acting Manager of Purchasing dated 1994 June 6 respecting the above-noted matter and approved the following:

That a purchase order be issued to J.P. Hammill & Son Limited, Guelph, for the supply and delivery of Workers' Uniform Clothing as and when required during 1994 to Purchasing Stores, being the lowest of five tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through Stores Inventory Account No. CH56103 28999, as follows:

(a)	Grey Trousers	\$13.27 each
(b)	Short Sleeve Grey Shirts	12.27 "
(c)	Long Sleeve Grey Shirts	13.97 "
(d)	Grey Overall Jackets	28.97 "
(e)	Grey Overall Pants	27.97 "
(f)	Grey Crested Coveralls	27.97 "

Applicable taxes extra.

**C. FIRE CHIEF**

**Purchase of Fatigue Uniforms, Hamilton Fire Department**

The Committee was in receipt of a report from the Fire Chief dated 1994 June 7 respecting the above-noted matter and approved the following:

That a purchase order be issued to J. P. Hammill & Son Limited, Guelph, to supply and deliver Fatigue Uniforms as and when required during 1994 by the Hamilton Fire Department, being the lowest acceptable of five tenders received in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and be financed through Uniforms, Clothing Account No. CH 56104 48001, as follows:

(a)	Short Sleeve Shirts (each)	\$23.97
(b)	Trousers (each)	\$33.97
(c)	Uniform Jackets (each)	\$26.97

All taxes extra.

**D. COMMISSIONER OF HUMAN RESOURCES****(i) Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton**

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 June 15 respecting the above-noted matter and approved the following:

That the listing of Appointments To and Terminations From Permanent positions with the Corporation of the City of Hamilton to 1994 June 15, attached herewith and marked Appendix "A", be approved.

**(ii) Contract Amendment - United Brotherhood of Carpenters and Joiners of America, Local 18**

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1994 June 15 respecting the above-noted matter and approved the following:

That the amendment to the United Brotherhood of Carpenters and Joiners of America, Local 18, contract, attached herewith and marked Appendix "B", be received pursuant to the Fair Wage Policy of the City of Hamilton.

**E. CITY CLERK****(i) Use of City Hall Facilities - United Way Barbecue**

The Committee was in receipt of a report from the City Clerk dated 1994 June 1 respecting the above-noted matter and approved the following:

(a) That permission be granted to the United Way Committee of the Regional Municipality of Hamilton-Wentworth to use the City Hall forecourt on Wednesday, 1994 July 6 from 11:00 o'clock a.m. to 2:30 o'clock p.m. for the Region's Annual United Way Barbecue; and,

(b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**(ii) Use of City Hall Facilities - Canadian Football Hall of Fame and Museum**

The Committee was in receipt of a report from the City Clerk dated 1994 June 7 respecting the above-noted matter. In this regard, Alderman Copps expressed concerns that this area is kept clean on a regular basis after its use and the Chairperson assured the Committee that the City Clerk would convey this concern to the Canadian Football Hall of Fame and Museum. The Committee then approved the following:

(a) That approval be given to the request of the Canadian Football Hall of Fame & Museum to use the grassed area located on the east side of City Hall for a lunch area for students participating

in Hall of Fame educational programs, Monday to Friday, from April to September, 1994; and,

- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**(iii) Use of City Hall Facilities - Forecourt - Fund Raising Trip - Shriners Hospitals for Crippled Children**

The Committee was in receipt of a report from the City Clerk dated 1994 June 7 respecting the above-noted matter and approved the following:

- (a) That approval be given to the action taken by the City Clerk in authorizing John W. Harvey Real Estate Company Ltd. to use the City Hall forecourt on Wednesday, 1994 June 15, at 11:30 o'clock a.m. for an official kickoff for a fund raising trip on behalf of the Shriners Hospitals for Crippled Children; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**(iv) Use of City Hall Facilities - Forecourt - Hamilton Habitat for Humanity**

The Committee was in receipt of a report from the City Clerk dated 1994 June 7 respecting the above-noted matter and approved the following:

- (a) That approval be given to the action taken by the City Clerk in authorizing Hamilton Habitat for Humanity to use the City Hall forecourt (or Room 233, in the event of inclement weather) on Friday, 1994 June 17 at 3:00 o'clock p.m. for a welcoming ceremony to raise awareness of the need for affordable housing; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**(v) Use of City Hall Facilities - Forecourt - Canusa Games Torch Send Off - 1994 August 4.**

The Committee was in receipt of a report from the City Clerk dated 1994 June 10 respecting the above-noted matter and approved the following:

- (a) That approval be given to the Canusa Games Board of Directors to use the City Hall forecourt on Thursday, 1994 August 4 from 11:00 o'clock a.m. to 1:00 o'clock p.m. for the purposes of holding its 1994 Canusa Games Torch Send Off; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

**ADDED - March for Jesus - Use of City Hall Forecourt**



The Committee was in receipt of an added report from the City Clerk dated 1994 June 21 respecting the above-noted matter and approved the following:

- (a) That approval be given to the request of the Hamilton Area March for Jesus Co-Ordinating Committee to be provided with dedicated electrical service to power lighting and sound on the forecourt during the March for Jesus Rally on Saturday, 1994 June 25 from 9:00 o'clock a.m. to 5:00 o'clock p.m.; and,
- (b) That approval be given to the request of the March for Jesus Co-Ordinating Committee to use Room 264 for a reception area for dignitaries on Saturday, 1994 June 25 from 2:00 o'clock p.m. to 4:00 o'clock p.m.; and,
- (c) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.

**F. SELECTION COMMITTEE**

**Appointments - Hamilton Status of Women Sub-Committee**

The Committee was in receipt of a recommendation from the Selection Committee dated 1994 June 20 respecting the above-noted matter and approved the following:

That Eleanor Johnstone and Sandy Shaw be appointed to serve on the Hamilton Status of Women Sub-Committee for a term to expire 1994 November 30.

**G. FRENCH SUB-COMMITTEE**

**Provision of French Services at Hamilton Conferences and Conventions**

The Committee was in receipt of a report from the Secretary of the French Sub-Committee dated 1994 June 13 respecting the above-noted matter.

The Committee approved the following:

That the letter attached hereto and marked as Appendix "C" respecting the availability of french-speaking volunteers, translators and interpreters be forwarded to the Hamilton Entertainment and Convention Facilities Inc. (HECFI) and the Region's Economic Development Department encouraging them to include a copy of this letter in all Conference and Convention packages distributed to groups organizing Conferences and Conventions in the City of Hamilton.

**H. TREASURER**

- (i) **Status of Development Charge Funds**

The Committee was in receipt of a report from the Treasurer dated 1994 June 2 respecting the above-noted matter and approved the following:

That the analysis of the transactions of the City's development charges reserve for the year 1993, attached herewith and marked Appendix "D", be received.

- (ii) **Financing - Proposed Construction of a Finished Roadway, Concrete Curbs and Sidewalks on both sides of Ferguson Avenue between Cannon and Barton Streets.**

The Committee was in receipt of a report from the Treasurer dated 1994 June 15 respecting the above-noted matter and approved the following:

That as referred to in Section 27 of the Ninth Report for 1994 of the Transport and Environment Committee, the City Solicitor be authorized to prepare an appropriate By-Law to construct a finished roadway, concrete curbs and sidewalks on both sides of Ferguson Avenue between Cannon and Barton Streets under the Local Improvement Act at an estimated cost of \$670,000., with a City's share of \$334,049.50 to be financed from the 1994 Capital Levy (Account Centre No. CH 22002) and the balance of \$335,950.50 being the Owner's share to be financed by the issuance of debentures for a period not to exceed 20 years. It is further recommended that application be made to the Regional Municipality of Hamilton-Wentworth to issue debentures in the amount of \$335,950.50 for a term not to exceed 20 years for the above project.

- (iii) **Financing - Proposed Construction of an Independent Concrete Sidewalk on the west side of Upper James Street from Rymal Road to Christopher Drive.**

The Committee was in receipt of a report from the Treasurer dated 1994 June 7 respecting the above-noted matter and approved the following:

That as referred to in Section 26 of the Ninth Report for 1994 of the Transport and Environment Committee, the City Solicitor be authorized to prepare an appropriate By-law to construct an independent concrete sidewalk on the west side of Upper James Street from Rymal Road to Christopher Drive under the Local Improvement Act at an estimated cost of \$82,400., with a City's share of \$44,524. to be financed from the 1994 Capital Levy (Account Centre No. CH22002) and the balance of \$37,876. being the Owner's share to be financed by the issuance of debentures for a period not to exceed 20 years. It is further recommended that application be made to the Regional Municipality of Hamilton-Wentworth to issue debentures in the amount of \$37,876. for a term not to exceed 20 years for the above project.

- (iv) **Financing - City's Share of Services related to Subdivisions**

The Committee was in receipt of a report from the Treasurer dated 1994 June 16 respecting the above-noted matter and approved the following:

That as referred to in Section 22 of the Ninth Report for 1994 of the Transport and Environment Committee, the City's share of services in the following subdivisions:

- (a) Highridge South - Phase 2 at a cost of \$9,869.80
- (b) Rose Gardens - Phase 2 at a cost of \$29,602.
- (c) Sandrina Gardens - Phase 2 at a cost of \$52,680.

for a total of \$92,151.80, be financed from Centre No. CH 00107 - "Reserve for Services Through Unsubdivided Lands".

# **I. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

## **Information Items**

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1994 May 19 respecting information items.

The Committee approved the following:

- (a) Information Report - Treasurer - Canada/Ontario Infrastructure Projects - report dated 1994 May 30
- (b) Information Report - City Solicitor - Provincial Offence Prosecutions and Property Standards - January 1994 to April 1994 - report dated 1994 May 17
- (c) Minutes of the meeting of the Keep Hamilton Clean Committee held 1994 May 4th.
- (d) Information Report - Treasurer - Properties to be advertised for Realty Tax Sale - report dated 1994 June 1.
- (e) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1994 April 30 - report dated 1994 May 31
- (f) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at 1994 April 30 - report dated 1994 May 31
- (g) Information Report - Treasurer - Proposed revision to City of Hamilton Realty and Business tax bills and other tax related forms - report dated 1994 June 5.
- (h) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1994 May 31 - report dated 1994 June 10
- (i) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at 1994 May 31 - report dated 1994 June 10
- (j) Information Report - Commissioner of Human Resources - Employment Equity Re-survey of City Boards, Commissions and Citizen Committees for 1992 - report dated 1994 May 25

**ADDED - CITY CLERK**



**Temporary Extension of Liquor Licence - Hamilton-Wentworth Police Association  
- 555 Upper Wellington Street - Denny Williams - 911 Baseball Tournament Social  
- 1994 July 16**

The Committee was in receipt of an added report from the City Clerk dated 1994 June 22 respecting the above-noted matter and approved the following:

That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of the Denny Williams 911 Baseball Tournament Social planned by the Hamilton-Wentworth Police Association to take place on the Association's parking lot at 555 Upper Wellington Street on Saturday, 1994 July 16th, and in this regard has no objection to the issuance of a temporary extension of liquor licence for this event.

**ADDED - CITY CLERK**

**Temporary Extension of Liquor Licence - Amigos Hot House, 115 George Street - Hess Village - Jazz Festival - 1994 July 14, 15, 16 and 17.**

The Committee was in receipt of an added report from the City Clerk dated 1994 June 22 respecting the above-noted matter and approved the following:

That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of the Hess Village Jazz Festival taking place 1994 July 14, 15, 16 and 17, and in this regard has no objection to the issuance of a temporary extension of liquor licence for Amigo's Hothouse, 115 George Street, for this event, on the condition that police security arrangements, satisfactory to the Hamilton-Wentworth Regional Police, are made.

**ADDED - CITY CLERK**

**Temporary Extension of Liquor Licence - The Gown and Gavel, 24 Hess Street South - Hess Village Jazz Festival - 1994 July 14, 15, 16 and 17.**

The Committee was in receipt of an added report from the City Clerk dated 1994 June 22 respecting the above-noted matter and approved the following:

That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of the Hess Village Jazz Festival taking place 1994 July 14, 15, 16 and 17, and in this regard has no objection to the issuance of a temporary extension of liquor licence for The Gown and Gavel, 24 Hess Street South for this event, on the condition that police security arrangements, satisfactory to the Hamilton-Wentworth Regional Police, are made.

**ADDED - TREASURER, CHAIRMAN, CAPITAL BUDGET SUB-COMMITTEE**

**Proposed Reconstruction of the south leg of King Street between John and Hughson Streets.**



The Committee was in receipt of an added report from the Treasurer and the Chairman of the Capital Budget Sub-Committee dated 1994 June 21 respecting the above-noted matter and approved the following:

That as referred to in Section 12 of the Ninth Report for 1994 of the Transport and Environment Committee, the following funding mechanism be approved:

- (a) That the reconstruction of the paving stone roadway, concrete curbs and repair of paving stone sidewalks on the south leg of King Street between John and Hughson Streets in the amount of \$150,000. be financed as part of the Canada/Ontario Infrastructure Program replacing the reconstruction of Hunter Street between John and James Streets; and,
- (b) That the Project Manager for the Canada/Ontario Infrastructure Program - Road and Sidewalk Reconstruction Program be directed to advise the Ministry of Municipal Affairs of the change in the program on receipt of its approval which is expected around the end of June 1994; and,
- (c) That the Director of Public Works be directed to consider the reconstruction of Hunter Street between John and James Streets within the 1995 Road Reconstruction Program and present his report to the Transport and Environment Committee during the 1995 Capital Budget process.

#### **ADDED - TREASURER, CHAIRMAN, CAPITAL BUDGET SUB-COMMITTEE**

##### **Rehabilitation of Tennis Courts**

The Committee was in receipt of an added report from the Treasurer and the Chairman of the Capital Budget Sub-Committee dated 1994 June 21 respecting the above-noted matter and approved the following:

That as referred to in Section 17 of the Tenth Report for 1994 of the Parks and Recreation Committee, the rehabilitation of the King's Forest Tennis Courts in the amount of \$72,000. and a geotechnical investigation on all 44 public tennis courts in the amount up to \$7,000. to a total of \$79,000. be allocated out of the 1994 Capital Contingency Account and financed from the Reserve for Capital Projects, Account Centre No. CH 00203.

#### **ADDED - TREASURER**

##### **Installation of Rubber Flooring at Lawfield and Rosedale Arenas**

The Committee was in receipt of an added report from the Treasurer dated 1994 June 21 respecting the above-noted matter and approved the following:

That as referred to in Section 28 of the Tenth Report for 1994 of the Parks and Recreation Committee, the installation of Rubber Sports Flooring at Lawfield Arena and Rosedale Arena at an estimated cost not to exceed \$63,000. be allocated out of the 1994 Capital Contingency Account and financed from the Reserve for Capital Projects, Account Centre No. CH 00203.

3. **REFERRAL FROM REGIONAL COUNCIL**

**Joint Report of the City of Hamilton and Regional Municipality of Hamilton-Wentworth Roomers and Boarders Task Force**

The Committee was in receipt of correspondence from the Regional Clerk dated 1994 June 8 respecting the above-noted matter.

The Committee was also in receipt of an added report from the City Clerk dated 1994 June 21 respecting this joint report.

The Committee approved the following:

That the joint report of the City of Hamilton and the Regional Municipality of Hamilton-Wentworth Roomers and Boarders Task Force, dated 1994 May, be received and referred to staff for review and subsequent report on those recommendations which pertain to matters under the City's jurisdiction.

4. **MAYOR ROBERT M. MORROW**

(a) **Hospitality for Organization of Canadian Symphony Musicians Benefit Concert for Ronald McDonald House at Hamilton Place.**

The Committee was in receipt of correspondence from Mayor Morrow dated 1994 June 10 respecting the above-noted matter.

The Committee approved the following:

That the City of Hamilton host a light buffet dinner for the musicians participating in the Organization of Canadian Symphony Musicians Benefit Concert for Ronald McDonald House at the Hamilton Convention Centre on 1994, Sunday August 7th for up to 120 participants at a cost of \$11. per person for a total of \$1,320. to be charged to the Civic Receptions and Delegate Hosting Account No. CH55314-84010.

(b) **The Order of Sons of Italy of Ontario - 75th Anniversary Publication**

The Committee was in receipt of a recommendation from Mayor Morrow dated 1994 June 10 respecting the above-noted matter.

The recommendation from the Mayor requested the purchase of 1/3 of a page at a cost of \$850.

Discussion ensued with respect to this matter and the Committee agreed to approve an amended recommendation for 1/6 of a page at a cost \$540.

The Committee thus approved the following:

That the City of Hamilton purchase one sixth of a page at a cost of \$540. to provide a message of congratulation on the occasion of the 75th Anniversary of The Sons of Italy and that the cost of this purchase be charged to the Advertising and Promotion Account No. CH56302-12001.

(c) **Firefighters band participating in the Grey Cup Parade 1994**

The Committee was in receipt of correspondence from Mayor Morrow dated 1994 June 9 respecting the above-noted matter.

The correspondence requested consideration of funding an additional \$12,000. for the Firefighters Band to participate in the Grey Cup Parade for 1994.

The Committee agreed to take no action on this request.

5. **CHIEF ADMINISTRATIVE OFFICER**

(a) **USARCO - State of Emergency 1993 September 23**

The Committee was in receipt a report from the Chief Administrative Officer dated 1994 May 31 respecting the above-noted matter.

Considerable discussion ensued with respect to this report.

Alderman Agostino spoke to the Committee and indicated that he believes the City should be pro-active in obtaining the appropriate legislative power to go into buildings once it is known they are going to be closed in order to have a health and property standards review for possible dangers that will arise once the building is abandoned.

In this regard, the C.A.O. indicated that he would bring a report back to the Committee with respect to the legislation that would be required for the City to undertake such a review.

In this regard, the City Solicitor identified that the recommendation contains reference to the seeking of private legislation and that, should private legislation be required for the above-noted suggestion, this could also be included in the request to the Province.

Alderman Copps made reference to the need to inventory chemicals contained on properties and in this regard Fire Chief Baker spoke on the continuous efforts that his department takes in this regard.

Alderman Drury gave reference to actions recently taken in Alberta to prevent properties which are self-polluted from seeking reduction in assessment since the property is then of less value.

In this regard it was agreed that the Treasurer would report back on the Hamilton status in these situations.

Following this discussion the Committee approved the following:

That as a result of experience acquired from the City's role in the 1993 September declared State of Emergency relating to the exposure of the public to mercury and other chemicals (the USARCO incident), the following recommendations relating to the City's Emergency Preparedness By-law and abandoned property generally, be approved:

- (a) That the City's Emergency Preparedness By-law (the "Municipal Emergency Plan", By-law 86-164) with respect to the area of



Communication, Financial and further amendments, be revised to incorporate the following:

Communications:

- (i) That the Mayor (or Acting Mayor) be the designated spokesperson for the City of Hamilton in the event of a declared State of Emergency; and,
- (ii) That the Chief Administrative Officer and the Emergency Response Team, be authorized to:
  - (1) Designate the appropriate municipal department or outside agency to be the lead technical resource for the Emergency; and,
  - (2) Where a municipal department is designated as the lead technical resource, the Emergency Response Team shall select the Spokesperson from the municipality to be the sole technical Spokesperson on the emergency under the direction of the Mayor; and,
  - (3) Where an outside agency is the lead technical resource, the Emergency Response Team shall work in conjunction with the lead technical resource and the Spokesperson designated by such outside agency shall be the sole technical Spokesperson on the emergency in conjunction with the Mayor; and,
  - (4) Provide advice, where requested by the Mayor, on the extent of a State of Emergency intended to be declared, including the appropriate outside agencies to be consulted or notified, and the area of the emergency to be specified, if any; and,
- (iii) That press releases be prepared and released by the Mayor with the advice of the technical Spokesperson of the lead resource, namely the municipal department or outside agency, as the case may be; and,
- (iv) That where a declared State of Emergency affects schools or school students, that the Directors of Education for the Boards of Education be contacted as soon as possible about the State of Emergency. Each school board shall be requested to provide its emergency communication representatives to the Chief Administrative Officer for inclusion in the City of Hamilton Emergency Plan; and,
- (v) That where a declared State of Emergency affects matters related to the Hamilton Harbour, that the Hamilton Harbour Commission be contacted as soon as possible about the State of Emergency. The Hamilton Harbour Commission shall be requested to provide its emergency communication representatives to the Chief Administrative Officer for inclusion in the City of Hamilton Emergency Plan.



Financial:

- (vi) That in accordance with the City's Emergency (purchasing) Procedures (under the City's Purchasing Policies, two of three of the Mayor, the Chief Administrative Officer or Chairman of a Committee), - approval may be granted to incurring and payment of expenses necessary to fulfil the City's responsibilities in its response to a declared State of Emergency; and,
- (vii) That the City Treasurer be authorized to charge such expenses to the City's reserve for contingencies; and,
- (viii) That staff be authorized to initiate steps to recover those expenses (if any) which are subsequently identified as the obligations of other parties; and,
- (ix) That staff be directed to not reimburse persons or outside public agencies for expenses incurred by them, unless such expenses were incurred in areas of City responsibility. The onus is on each person and outside agency to pay its expenses arising from an emergency and, if necessary, to recover such expenses from the persons liable at law for such expenses. The City is not responsible to reimburse others for expenses which they ought to recover from the persons liable at law for them; and,

Further amendments to the City's Emergency Plan:

- (x) That a joint Task Force be reconvened annually in May by the Chief Administrative Officer to identify and prepare for Council approval amendments to update the City's Emergency Plan; and,
  - (xi) That employees of the Region and the Boards of Education and other outside agencies be consulted and/or requested to participate in the City's annual review of its Emergency Plan; and,
  - (xii) That the initial joint Task Force complete its review of the City's Emergency Plan and report to the Finance and Administration Committee by 1995 May 31.
- (b) That the following recommendations respecting abandoned properties be approved:

Abandoned properties:

- (i) That with regard to abandoned contaminated properties, the Minister of Environment and Energy be encouraged and requested to exercise his environmental protection jurisdiction by, amongst other initiatives, taking the following actions:
  - (1) To delegate his authority to issue Orders under the Environmental Protection Act to the Hamilton Office of the Ministry in order that there may be an immediate response by the MOEE to environmental emergencies in Hamilton that pose a threat to the public and the loss of

time involved in having such Orders issued personally by the Minister at Toronto may be avoided; and,

- (2) To direct the Ministry's administration to exercise the MOEE's broad jurisdiction and authority under the Environmental Protection Act to take immediate action where required in the interests of public safety by issuance of Orders to require the owners (and/or other persons in control) of such abandoned contaminated properties:
    - (aa) To comply with the environmental standards; and,
    - (bb) To appropriately secure the properties from access by the public; and,
    - (cc) To take all required remedial action, including removal of toxic wastes and contaminants as well as restoration of the property.
  - (3) To direct the Ministry's administration:
    - (aa) To monitor abandoned properties in Hamilton to identify those that are contaminated and/or may become a potential hazardous source of contamination; and,
    - (bb) To continue the preparation and circulation of the MOEE's inventory of contaminated properties to the Region (Public Health, Environmental Services, C.A.O. Attention, Emergency Preparedness Officer) and to the City (Building, Fire and Treasury Departments).
  - (4) To investigate and consider establishing sources of funding for the cleanup of abandoned contaminated properties through the Ontario Environmental Compensation Corporation or such other fund as the Minister may deem appropriate, in order that such properties may cease to be a threat or potential threat to public safety and placed back into productive use for the benefit of the local and Provincial economy; and,
- (ii) That the City Treasurer, in handling the collection of realty tax arrears of abandoned industrial properties, be directed to consider the environmental conditions of such properties in selecting the appropriate method (court action, tax sale or distress) to recover such arrears in order that environmental cleanup obligations are not incurred by the City. The Treasurer shall consult with the MOEE and its inventory of contaminated abandoned industrial sites and the Property Department for assistance; and,

- (iii) That regarding abandoned properties which appear to have combustible materials that may pose a fire hazard, the Fire Department be directed to continue to administer the Ontario Fire Code and the Fire Marshall's Act by carrying out, among other duties, the following:
  - (1) Assessing such known buildings that have accessible combustible materials upon request or upon reasonable grounds (especially those included in the MOEE's inventory of contaminated abandoned industrial sites); and,
  - (2) Administering the Fire Marshall's Act to require such buildings of combustible construction or containing combustible materials (or both) that are open to trespass, to be secured; and,
  - (3) Providing technical advice and firefighting services where required to prevent contaminated buildings identified by the MOEE from becoming a fire hazard; and,
  - (4) In carrying out its duties, to notify other departments and outside agencies, including the following: The Building Department, the Regional Public Health Department and the Ministry of Environment; and,
- (iv) That the Building Department be directed to continue, in accordance with Council's policies, to administer the Property Standards By-law and the Building Code, by carrying out, among other duties, the following:
  - (1) Assessing upon request or upon reasonable grounds, such known abandoned properties that may endanger public safety (especially those included in the MOEE's inventory of contaminated abandoned industrial sites); and,
  - (2) That in carrying out its duties, to notify other departments and outside agencies, including the following: the Fire Department, the Regional Public Health Department and the Ministry of Environment.

**(b) Volunteer Centre - Fourth Annual Indoor Golf Tournament**

The Committee was in receipt of a report from the Chief Administrative Officer dated 1994 June 6 respecting the above-noted matter and approved the following:

- (a) That the City of Hamilton host the Fourth Annual Volunteer Centre Indoor Golf Tournament on Friday, 1995 March 3; and,
- (b) That City Hall staff be invited to play the course on the afternoon of Thursday, 1995 March 2, and the morning of Friday, 1995 March 3; and,
- (c) That the Culture and Recreation Department, Special Events Officer, co-ordinate the event with the support of the City's Management Team; and,



- (d) That the City of Hamilton enter a Corporate Team to participate in the event at a cost of \$150.; and,
- (e) That this \$150. be charged to Unclassified Account Centre 24201 in 1995; and,
- (f) That approval be given to use the second floor lobby and the Council Chambers for the registration of participants and the distribution of prizes on Friday, 1995 March 3, from 12:00 o'clock noon to 5:00 o'clock p.m.

#### 6. DIRECTOR OF PROPERTY AND HAMILTON PARKING AUTHORITY

##### **Option to Purchase Lands - Investonics Limited (Pursuant to Power of Sale Provisions contained in a mortgage) - 100 Locke Street South - Lands required by the Hamilton Parking Authority**

The Committee was in receipt of a report from the Director of Property and the General Manager of the Hamilton Parking Authority dated 1994 June 15 respecting the above-noted matter.

The Committee approved the following:

- (a) That an Option to Purchase, duly executed by Investonics Limited (Rein Reio, President), on 1994 June 8, and scheduled for closing on or before 1994 August 19, for the purchase of 100 Locke Street South, more particularly described as all of Lots 29 and 60 and part of Lots 59 and 30, Registered Plan 244, comprising 1,513.387 square metres (16,290.49 square feet) more or less, with frontage along the west side of Locke Street South of 60.999 metres (200.13 feet) more or less, having a depth along the northerly boundary of 22.159 metres (72.70 feet) more or less, and having a depth along the southerly boundary of 30.06 metres (98.62 feet) more or less, being irregular in shape, be approved and completed and the purchase price of \$203,631. be charged to Account No. CF 5698 909345006 (Land Acquisition for Parking Purposes - General); and,
- (b) That the Option to Purchase be subject to the following terms and conditions which form part of this Agreement:
  - (i) It is understood that the Vendor is selling as Mortgagee under a power of sale contained in a mortgage made by Casflo Properties Limited to the Vendor, dated 1987 May 21, and registered in the Land Registry Office for the Registry Division of Hamilton-Wentworth as Instrument No. 410699 C.D. on 1987 May 22; and,
  - (ii) It is further understood that on the date of acceptance of this agreement there is default under the terms of the mortgage which entitles the Vendor to exercise the power of sale. The only evidence of the default, which the Purchaser may require, shall be a statutory declaration by the Vendor setting forth the facts entitling the Vendor to sell under power of sale, including the particulars of the notice of exercising the power of sale, the



names of the persons on whom service of the notice has been affected, dates of service, and declaring that default under the mortgage entitling the Vendor to exercise the power of sale has continued up to and including the date of acceptance of this offer. The Vendor further agrees to register on title evidence of an Assignment of Mortgage to it from the Royal Bank of Canada; and,

- (iii) Acceptance by the Vendor is subject to any court order giving the Mortgagor, owner of the equity of redemption or a subsequent encumbrancer the right of redemption; and,
  - (iv) The Vendor warrants that there are no outstanding or pending claims, damages, actions, suits or proceedings affecting the property in which a proprietary ownership or any other interest has been asserted or an interest which would constitute a prior right lien or security interest to that of the Vendor; and,
  - (v)
    - (i) Vendor warrants and represents to the Purchaser that the Vendor has made complete disclosure of all material facts and circumstances relating to environmental conditions which to the knowledge of the Vendor; and,
    - (ii) On completion, the Vendor shall provide to the Purchaser a statutory declaration that the above warranties and representations are still correct and true as of the day of completion; and,
  - (vi) The Vendor warrants that to the best of its knowledge all underground storage tanks have been removed. Without limitation, the Purchaser shall have the right to enter at any time until completion on the property and carry out any inspections, tests and investigations as it thinks necessary; and,
  - (vii) By written notice given to the Vendor at any time prior to completion, the Purchaser may terminate this Agreement of Purchase and Sale if the Purchaser determines that an environmental problem exists on the property, of which the Purchaser shall be the sole judge. The Vendor shall return the City's deposit in full forthwith upon receipt of written notice; and,
  - (viii) That this Option to Purchase Agreement is subject to the approval of the Board of Directors of the Hamilton Parking Authority and City Council on or before 1994 July 5; and,
  - (ix) It is understood and agreed that the final purchase price shall be calculated by applying a rate of \$12.50 for each square foot of land. This may result in an upwards or downwards adjustment to the approximate purchase price stated on the face of this Option to Purchase; and,
- (c) That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

**7. DIRECTOR OF PROPERTY**

- (a) **Garden Project - North Hamilton Community Health Centre - 240 Burlington Street East.**

The Committee was in receipt of a report from the Director of Property dated 1994 June 14 respecting the above-noted matter and approved the following:

- (a) That the use of a 30 metre (100 foot) by 30 metre (100 foot) more or less, parcel of land located at the rear of 240 Burlington Street East by the North Hamilton Community Health Centre for a garden project be approved; and,
- (b) That the City Solicitor be directed to prepare the necessary agreement; and,
- (c) That this approval continue until such time as the subject lands are required for municipal purposes, as long as the North Hamilton Community Health Centre comply with the terms of the above noted agreement; and,
- (d) That all cost associated with the preparation, planting, providing of water, maintenance, harvesting and security of the garden project site are to be borne by the North Hamilton Community Health Centre; and,
- (e) That the City, during the term of this agreement, prescribe the hours of operation of the project; and,
- (f) That the North Hamilton Community Health Centre provide proof of premises and operation insurance in the amount of not less than \$2,000,000. for bodily injury, death and damage to property, including loss of property, naming the City as an additional insured; and,
- (g) That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

- (b) **Transfer of Electrical staff from the Property Department to H.E.C.F.I.**

The Committee was in receipt of a report from the Director of Property dated 1994 June 20 respecting the above-noted matter and approved the following:

- (a) That responsibility for two of the three Electrical/Electronic Technicians currently employed with the Building Operations and Maintenance Division (Central Utilities Plant) of the Property Department be transferred, effective 1994 August 1, to the Hamilton Entertainment and Convention Facilities Inc., (HECFI), pending acceptance of this proposal by the H.E.C.F.I. Operations Committee at its meeting scheduled for 1994 July 13; and,
- (b) That the appropriate funding and necessary payroll changes be effected by the Treasury Department, with the co-operation of both the Property Department and H.E.C.F.I..

8. CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS

**Request for Quotes for Claims Adjusters - General Liability and Property Damage Claims**

The Committee was in receipt of a report from the City Solicitor and Director of Public Works dated 1994 June 16 respecting the above-noted matter and approved the following:

- (a) That Underwriters Adjustment Bureau Ltd. be appointed as the City's Claims Adjusters for liability and property damage claims for a three year term commencing 1994 July 1 and ending 1997 July 1 (subject to annual review by appropriate City staff) with an option to renew for each of the subsequent two years; and,
- (b) That Underwriters Adjustment Bureau Ltd. be required to sign Terms of Engagement satisfactory to the City Solicitor; and,
- (c) That Crawford and Company Adjusters Ltd. continue to be retained by the City to complete those claim files assigned to it as of 1994 June 30.

9. CITY SOLICITOR AND FIRE CHIEF

**Fire Marshals Act and Ontario Fire Code - Prosecution and Fines**

The Committee was in receipt of a report from the City Solicitor and the Fire Chief dated 1994 June 15 respecting the above-noted matter and approved the following:

That the City Solicitor be authorized to make an application for special legislation to allow the City of Hamilton to enact, enforce and collect fines for infractions of it's own By-law(s) for Fire Prevention within the City, consistent with the Fire Code and the Fire Marshals Act.

10. CITY CLERK

**Advance Deposits of Taxi Cab Fares**

The Committee was in receipt of a report from the City Clerk dated 1994 June 14 respecting the above-noted matter.

Considerable discussion ensued with respect to this matter and it was moved, seconded and carried that no action be taken with respect to this recommendation

Note: Alderman Drury opposed.

Further to this, Alderman Drury made a motion, which was seconded by Alderman Agro and carried:

That the Chief of Police be asked to give consideration to the problems being encountered by the taxi industry for the purpose of suggesting alternative solutions that could be taken to assist in this situation.



**11. BUILDING COMMISSIONER****Regional Development Charges Study**

The Committee was in receipt of a report from the Building Commissioner dated 1994 June 16 respecting the above-noted matter and approved the following:

That Regional Council be advised that the City of Hamilton is opposed to the proposed changes to the Regional Development Charges By-law specifically policies A-2, A-4, A-11, and A-13 for the following reasons:

- (a) The new increased charges will adversely affect development; and
- (b) The increased charges will adversely affect redevelopment of previously developed property; and
- (c) The study gives greenfield development an unfair advantage over redevelopment; and
- (d) The proposed policy changing to a charge based on building area will adversely affect large complexes.

**12. TREASURER****(a) Proposed Extension Agreements on Properties registered for Realty Tax Arrears**

The Committee was in receipt of a report from the Treasurer dated 1994 June 20 respecting the above-noted matter and approved the following:

- (a) That, in accordance with the Municipal Tax Sales Act, the City, upon the recommendation of the City Treasurer, be authorized to enter into extension agreements with the owner of lands (or the spouse) where a property has been registered for tax arrears and is prior to the expiry of the one year redemption period, in order to extend the payment period in which the cancellation price may be paid; and,
- (b) That the extension agreements be administered by the City Treasurer in accordance with the following policy:
  - (i) That the maximum period permitted by an extension agreement be 24 months and all tax arrears, including accumulated penalties, interest and costs, must be paid in full within this period, either through equal monthly instalments or by means of equal monthly instalments together with one or more lump sum payments of the outstanding balance; and,
  - (ii) That all current instalments of realty taxes and any special charges added to the tax roll must be paid in full as they fall due as part of the payment arrangements; and,
  - (iii) That the owner(s) will provide the City Treasurer with a series of postdated monthly cheques in the number and amount as required by the extension agreement; and,



- (iv) That the City Treasurer will only enter into an extension agreement if both of the following conditions exist:
  - (a) The owner's business taxes must be in good standing or satisfactory payment arrangements must exist prior to entering into an extension agreement; and,
  - (b) The amount of the cancellation price must be less than 75% of the land's fair market value as estimated by the Property Department.
- (v) That default by the owner on any payment under the extension agreement (including payment of current realty taxes) will result in the termination of the extension agreement; and,
- (c) That the City Treasurer be directed to submit a by-law required by the Municipal Tax Sales Act, to authorize each agreement, to City Council for approval; and,
- (d) That the Mayor and City Clerk be authorized to execute each Extension Agreement, in a form satisfactory to the City Solicitor.

**(b) Treasury Department - Reorganization**

The Committee was in receipt of a report from the Treasurer dated 1994 June 20 respecting the above-noted matter and approved the following:

- (a) That the position of "Taxation Analyst", be declared redundant upon the retirement of the present incumbent and deleted from the complement of the Treasury Department; and,
- (b) That a position entitled "Collection Clerk/Taxation" be created and added to the complement of the Treasury Department; and,
- (c) That this position be assigned a temporary rating and be subject to review by the Maintenance Committee after a 6 month period to establish final classification; and,
- (d) That the Commissioner of Human Resources be authorized to post and fill the Collection Clerk/Taxation position.

**(c) Provincial Charge for Supplementary Assessments**

The Committee was in receipt of a report from the Treasurer dated 1994 June 20 respecting the above-noted matter and approved the following:

- (a) That the City of Hamilton advise the Minister of Finance of its objection to the Provincial charge for supplementary assessments which was established without consultation and with inadequate notice to municipalities, and;
- (b) That the City of Hamilton give its full support to the Association of Municipalities of Ontario in its objections to the new provincial charge for supplementary assessments; and,

- (c) That the Treasurer take the resultant City cost into account in subsequent reporting on the status of the 1994 Current Budget.

**ADDED - FIRE CHIEF AND DIRECTOR OF PROPERTY**

**Repairs Required - Central Fire Station**

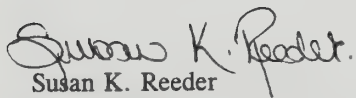
The Committee was in receipt of an added report from the Fire Chief and Director of Property dated 1994 June 23 respecting the above-noted matter and approved the following:

- (a) That a purchase order be issued to Stremler Equipment Service Ltd., Ancaster, in the amount of \$80,399.80 including all applicable taxes, for the supply of new and removal of old fuel tanks and related piping, removal and replacement of 6 concrete slabs and roof slab and the removal of a fire hydrant at the Central Fire Station, being the lowest of (3) three acceptable quotes received, in accordance with the Form of Tender issued by the Manager of Purchasing and Vendor's submission; and,
- (b) That this expenditure be financed through Account No. CF 489441034.

**14. ADJOURNMENT**

There being no further business the meeting then adjourned.

Taken as read and approved.

  
Susan K. Reeder  
Secretary  
Finance and Administration Committee

Alderman B. Charters  
Vice-Chairperson  
Finance and Administration Committee

1994 June 23

/jt



B. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** West Harbourfront Development Study Jobs Ontario  
Application

**RECOMMENDATION:**

That the additional funding of \$100,000. required for the West Harbourfront Development Study being considered for an increase from \$300,000. to \$400,000. be financed from the Provincial Government's Jobs Ontario Community Action Program.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

The details of the project and the funding considerations are outlined in the letter of July 11, 1994 from Penny Ulbinas, Secretary, West Harbourfront Development Study Steering Committee. This project will be considered by the Parks and Recreation Committee on 1994 July 19.

NRA:jc  
Attach.

c.c. D. Lobo, Director of Public Works, Attention: Bob Chrystian  
K. Christenson, Secretary, Parks and Recreation Committee  
P. Ulbinas, Secretary, West Harbourfront Development Study Steering Committee



# CITY OF HAMILTON

## - RECOMMENDATION -

**DATE:** 1994 July 11

**REPORT TO:** Mr. Kevin C. Christenson, Secretary  
Parks and Recreation Committee

**FROM:** Penny Ulbinas, Secretary  
West Harbourfront Development Study  
Steering Committee

**SUBJECT:** West Harbourfront Development Study  
jobsOntario Application

### RECOMMENDATION:

- a) That staff proceed with application under the Provincial Government's jobsOntario Community Action Program in the amount of \$100,000.00 for an Economic Feasibility Study for the West Harbourfront Development Study, and
- b) That upon Provincial Government approval the previously authorized funding of \$300,000.00 for this study be increased to \$400,000.00, and
- c) That this project only proceed with an approval of the Provincial funding, and
- d) That the Finance & Administration Committee be requested to recommend the method of financing.

*C. L. England*

### FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

At it's meeting of May 25, 1993 City Council approved Section 2 of the Twelfth Report of the Finance and Administration Committee as follows:

- 2. (a) That a policy be established where the budget for a capital project include a subsidy, donation, cost sharing or an allocation of funding from an outside source, the project will proceed only upon receipt of a definite commitment to that external funding to the satisfaction of City Council; and,
- (b) That the City Treasurer be directed to apply any unbudgeted grant or other funding received from an external source, for projects previously approved by City Council, towards the financing of those projects and reduce the authorized financing from reserves or debentures accordingly, and further that these unbudgeted receipts not be used to increase the gross cost of the project; and,

- (c) That any exception to (a) and (b) noted above be forwarded to the Capital Budget Sub-Committee and Management Team for review and recommendation for consideration by the Finance and Administration Committee.

The Capital Budget Sub-Committee considered this matter at a meeting held on June 27, 1994 and endorsed the recommendation outlined in this report.

Funding for the West Harbourfront Development Study was approved by City Council January 26, 1993 in the amount of \$300,000.00. These funds were allocated to conduct supporting technical studies to arrive at a comprehensive final document to govern the character of new development and redevelopment within the precinct.

To date the funding has been allocated to the following technical studies:

January 25, 1994	1. CN Feasibility Study Relocation of Marshalling Yards	\$ 95,000.00
March 29, 1994	2. Historical Background Study	\$ 10,000.00
	3. Transportation and Traffic Issues	\$ 50,000.00
	4. Public Outreach Programme	\$ 19,850.00
	5. Project Co-ordination, sports complex issues, development plans for Harbourfront Park and West Harbourfront Precinct, land ownership and report preparation	\$ 80,000.00
	6. Production of final document	\$ 35,000.00
	7. Miscellaneous expenses	<u>\$ 10,000.00</u>
		\$299,850.00

There are no staffing implications.

## **BACKGROUND:**

The ideal outcome of the West Harbourfront Development Study will be a final document to provide long and short term development plans and guidelines to ensure a co-ordinated development of the West Harbourfront Precinct. In this regard the final study to be co-ordinated and funded is an Economic Feasibility Study. Additional funding of approximately \$100,000.00 will be required for consultant services to undertake a comprehensive economic analysis of proposed concepts. This study is not an expansion of the original scope of the project but addresses the economic impact as outlined in the approved terms of reference.

In order to confirm the range of development impacts, it is important that the cost/benefit of possible concept(s) be analyzed. The approved terms of reference recognized that in house and consultant services would be required, however, it was impossible to fully project the dollar requirements for other studies, i.e. Rail re-location study at the onset of this project. Hence, the need to either obtain additional funds through the jobsOntario grant program or downscale the scope of the study by eliminating the economic analysis component as a major initiative.

 RWC/PSU/ps

B. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 11

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Proposed Construction of a Combined Sidewalk and  
Curb on the South Side of Brock Street from John  
Street to Approximately 24m East of Hughson Street  
(Frontage of 10 Brock Street)

**RECOMMENDATION:**

That the City Solicitor be authorized to prepare an appropriate By-Law to construct a combined sidewalk and curb on the south side of Brock Street from John Street to approximately 24m east of Hughson Street (frontage 10 Brock Street) under the Local Improvement Act at an estimated cost of \$27,800., with a City's share of \$21,568. to be financed from the 1994 Capital Levy (Account Centre No. CH 22002) and the balance of \$6,232. being the Owner's share to be financed by the issuance of debentures for a period not to exceed 20 years. It is further recommended that application be made to the Regional Municipality of Hamilton-Wentworth to issue debentures in the amount of \$6,232. for a term not to exceed 20 years for the above project.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 1994 Capital Budget includes a provision for the City's share of Local Improvements in the gross amount of \$630,000. with a Provincial subsidy of \$158,000. and a balance of \$472,000. to be financed from the 1994 Capital Levy. The City's Share of Local Improvements approved in 1994 including this recommendation, amounts to \$435,141.50. The issuance of debenture for this project will not exceed the City's prescribed debt limit as outlined in the Municipal Act.



**BACKGROUND:**

This item is to be considered by the Transport and Environment Committee on 1994 July 18. The details of this project are outlined in the attached letter from C. Firth-Eagland, Acting Director of Public Works, dated 1994 July 11.

NRA:jc  
Attach.

- c.c. K. Christenson, Secretary, Transport and Environment Committee  
D. Lobo, Director of Public Works, Attention: R. Meiers  
P. Noé Johnson, City Solicitor, Attention: S. Riley  
G.W. Lawson, Treasurer and Commissioner of Finance, Region, Attention: G. Davis  
V.J. Abraham, M.C.I.P., Director of Local Planning  
M. Mascarenhas, General Manager, Housing Department

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 11

**REPORT TO:** Mr. K. Christenson, Secretary  
Transport and Environment Committee

**FROM:** C. Firth-Eagland,  
Acting Director Of Public Works

**SUBJECT:** Construction of a Combined Sidewalk and Curb on the  
South Side of Brock Street from John Street to  
Approximately 24m East of Hughson Street (Frontage of 10  
Brock Street)

**RECOMMENDATION:**

- a) That the construction of a combined sidewalk and curb on the south side of Brock Street from John Street to approximately 24m east of Hughson Street (frontage of 10 Brock Street) proceed as a local improvement pursuant to Section 11 of the Local Improvement Act at an estimated gross cost of \$27,800 with a City's Share of \$21,568.00 and an Owner's Share of \$6,232.00 all as provided in the 1994 portion of the 1994-2003 Capital Budget; and,
- b) That the Finance and Administration Committee be requested to recommend a source of funding for this Capital Project, and,
- c) That the Commissioner of Transportation/Environmental Services be authorized to construct these works once all the necessary approvals have been received.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed works are to be rated in accordance with the normal practice. Provision has been made for these works in the 1994-2003 Capital Budget.

The estimated cost per metre for a combined walk and curb is \$124.63. If approved, this project will reduce the balances available in the City's Share to \$194,858.50 and the Owner's Share to \$329,941.50.

**BACKGROUND:**

We have received a sufficiently-signed petition from the abutting owner (Municipal Non-Profit Housing) to construct the sidewalk and curb under the terms of the Local Improvement Act. (see attached plan showing the location of the work)

*L. J. England*

RPM/amp  
Attach

cc P. Noe Johnson, City Solicitor  
Attention: S. Riley  
A. Ross, City Treasurer  
Attention: N. Adhya  
G. W. Lawson, Commissioner of Finance  
V. J. Abraham, MCIP, Director of Planning  
S. Reeder, Secretary F & A  
D. Y. Onishi, Director Design & Construction  
Mark Mascarenhas, General Manager, Housing Department



PIER

ROYAL CANADIAN MOUNT

PARKING AREA

DOCK

HARBOR PATROL

Proposed Sidewalk  
+ Curb

E/S-28

STREET

BURLINGTON

E/S-843

H/S-182

SITE PLAN CONTROL  
BY-LAW NO. 84-231  
GS902

HUGHSON

WOOD

JOHN

CATHARINE

STREET

MARY STREET





B.  
(iii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 12

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Closure of Capital Projects

**RECOMMENDATION:**

That the City Treasurer be directed to close the following Capital Project account.

Capital Centre Number	Project Description	Authorized Gross Cost	Expended/ Committed To Date	Balance Available	Source(s) of Financing
259041006	Y.W.C.A. Capital Grant	\$750,000.00	\$750,000.00	Nil	Reserve for Capital Projects
<b>TOTAL</b>					

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See above recommendation.

**BACKGROUND:**

The 1990-1994 Capital Budget included a \$750,000. capital grant to the Y.W.C.A., payable over a period of five years. The final instalment, in the amount of \$150,000., has recently been made and this account can now be closed.

GK:jc



B. (iv)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Gourley Park - Tennis Club

**RECOMMENDATION:**

That the additional cost required for the construction of two tennis courts in Gourley Park in the amount of \$16,000. be allocated out of the 1994 Capital Contingency Account and financed from the Reserve for Capital Projects, Account Centre No. CH00203.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net amount funded and financed out of the 1994 Capital Contingency and Reserve for Capital Projects including this recommendation is \$233,000. for projects which are not included in the 1994 Capital Budget. The 1994 Capital Budget includes a provision of \$500,000. for Capital Contingency to accommodate any unforeseen increased cost of projects and to assist with the implementation of current budget reduction packages or any unforeseen reduction in Provincial subsidy allocation for capital projects.

**BACKGROUND:**

The details of the project cost are outlined in the letter of P. Noé Johnson, Interim Director of the Culture and Recreation Department and J.G. Pavelka, P. Eng., Chief Administrative Officer, dated July 14, 1994. The Parks and Recreation Committee will consider this project on 19 July 1994.

NRA:jc  
Attach.

c.c. Mr. D. Lobo, Director of Public Works, Attention: B. Chrystian  
P. Noé Johnson, Interim Director of Culture and Creation, Attention: C. Secore  
K.C. Christenson, Secretary, Parks and Recreation Committee



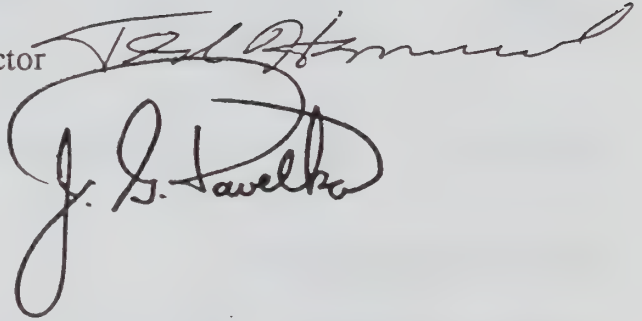
**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 14

**REPORT TO:** K. C. Christenson, Secretary  
Parks and Recreation Committee

**FROM:** *FOR* P. Noé Johnson, Interim Director  
Culture and Recreation

J. G. Pavelka, P.Eng.  
Chief Administrative Officer



**SUBJECT:** Gourley Park - Tennis Club

**RECOMMENDATION:**

1. That the Huntington, Gourley, Rosedale Tennis Courts capital project gross cost be increased from \$90,000. to \$106,000., to construct 2 Tennis Courts in Gourley Park.
2. That the Finance and Administration Committee recommend the method of financing.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Estimated costs of \$35,000. would be incurred for the construction of 2 tennis courts.

Current surplus in capital account #709154009 is \$19,000., estimated cost for construction of 2 tennis courts is \$35,000. an additional \$16,000 requires further financing.

**BACKGROUND:**

In 1992 the City of Hamilton lost 6 tennis courts due to the construction of the Mountain Arena Skating Centre Project. As a result, two courts were to be re-located to a mountain west site, Gourley Park was the selected site. The construction of the Gourley Park courts was set aside due to a shortage of funds.

The Huntington, Gourley Park and Rosedale Tennis Courts capital account #709154009 in 1991 received \$90,000. for the three projects. Huntington courts capital construction and the re-surfacing of Rosedale was completed. The two projects capital costs combined was \$71,000., resulting in a balance of \$19,000. The rationale for the shortfall was due to the Huntington Park courts requiring more extensive capital work than was anticipated. The construction cost estimates for Gourley Park tennis courts is \$35,000. concluding in a shortfall.

Gourley Park is currently under development by Parks Division, the tennis courts through the public participation process have been deemed a priority within the scope of work. There will be 2 tennis courts, one of which will act as a multi-purpose courts as well. In order to complete the program, the additional funds are required.

/cs

cc: Allan Ross, City Treasurer, Treasury Department  
Attention: Nik Adhya, Manager of Budgets

Doug Lobo, Director of Public Works  
Attention: Bob Chrystain, Manager of Parks



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B. (v)

**DATE:** 1994 July 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Ferguson Avenue Between Barton and Cannon Streets.  
Jobs Ontario - Community Capital Application

**RECOMMENDATION:**

That the additional funding of \$269,610. required for Ferguson Avenue between Barton and Cannon Streets being considered for the implementation of the landscaping and streets scaping component of the revitalization of Ferguson Avenue between Barton and Cannon Streets be financed from the Provincial Government's Jobs Ontario Community Action Program.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

The details of the project and the funding consideration are outlined in the letter of July 11, 1994 from Tina Agnello, Secretary, Planning and Development Committee. This project will be considered by the Planning and Development Committee on 1994 July 20.

NRA:jc  
Attach.

c.c. D. Lobo, Director of Public Works, Attention: Bob Chrystian  
T. Agnello, Secretary, Planning and Development Committee



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 11 JUL 14 1994

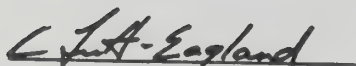
**REPORT TO:** Tina Agnello, Secretary  
Planning and Development Committee

**FROM:** Mr. C. Firth-Eagland  
Acting Director of Public Works

**SUBJECT:** Ferguson Avenue Between Barton and Cannons Streets.  
jobsOntario - Community Capital Application.

**RECOMMENDATION:**

- i) That the Public Works Department make application for an amount upto a total gross authorization of \$269,610. under the Provincial Government's jobsOntario - Community Capital Program, for the implementation of the landscaping and streetscaping component of the revitalization of Ferguson Avenue between Barton and Cannon Streets, and that this project be proceeded with only on approval of provincial funding.
- ii) That the monies contributed by the Provincial Government, should the application prove successful, be deducted from the 1995-2003 Capital Budget submission for for revitalization of Ferguson Avenue.
- iii) That the Finance and Administration Committee be requested to recommend the method of financing.



C. Firth-Eagland  
Acting Director of Public Works

## FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

At its meeting of 1993 May 25, City Council approved Section 2 of the Twelfth Report of the Finance and Administration Committee as follows:

2. (a) That a policy be established where the budget for a capital project include a subsidy, donation, cost sharing or an allocation of funding from an outside source, the project will proceed only upon receipt of a definite commitment to that external funding to the satisfaction of City Council; and,
- (b) That the City Treasurer be directed to apply any unbudgeted grant or other funding received from an external source, for projects previously approved by City Council, towards the financing of those projects and reduce the authorized financing from reserves or debentures accordingly, and further that these unbudgeted receipts not be used to increase the gross cost of the project; and,
- (c) That any exception to (a) and (b) noted above be forwarded to the Capital Budget Sub-Committee and Management Team for review and recommendation for consideration by the Finance and Administration Committee.

The Capital Budget Sub-Committee considered this matter at a meeting held on 1994 June 27 and endorsed the recommendation outlined in this report.

Sufficient funds for implementation of the revitalization of Ferguson Avenue between Barton and Cannon Streets for the road, sidewalks, curbs and street lighting are available within the Local Improvement Capital Account Centre Number 5294 26009 and the Street Lighting Account. The total estimated cost for these components amounts to \$817,000. of which \$335,950.50 represents the abutting property owners' share as dictated under the Local Improvement Act.

Should an application under the jobsOntario - Community Capital Program, prove successful for maximum Provincial contribution this would result in an allocation of \$269,610. allowing for the implementation of the landscaping and streetscaping component of the Plan. At the present time Capital Budget monies for the revitalization of Ferguson Avenue from the Escarpment to the Bay are identified in 1998. At the time of submitting the 1994-2002 Capital Budget submission \$1,800,000. was estimated for the implementation of the revitalization noting that a more realistic cost estimate would result from the completion of the Master Plan. In its draft form the total estimated cost is \$7,200,000. A new Capital Budget submission will be prepared and submitted as part of the 1995-2003 Capital Budget review process that will represent an increase in funding. As per City policy, should a

provincial contribution be awarded this amount will be reflected as a deduction in the 1995-2003 Capital Budget submission.

Implementation of this project will result in an estimated \$23,900. increase in annual maintenance and will be presented as a current budget adjustment for the 1995-96 fiscal year.

#### **BACKGROUND:**

Staff from the Public Works and Planning and Development Departments have been working with the Ferguson Avenue Revitalization Advisory Committee (F.A.R.A.C.) since its inception in June 1992. F.A.R.A.C. was established to ensure public participation in the creation of a Master Plan for the revitalization of Ferguson Avenue between the Escarpment and the Bay. It is anticipated that the Master Plan will be complete by July 1994.

Due to the Carter Square residential development, located between Barton and Cannon Streets abutting Ferguson Avenue, staff were requested to bring that portion of the Plan forward for implementation under the Local Improvement Act. Subsequently the concept plan for this portion of Ferguson Avenue was approved by the Planning and Development Committee and ultimately City Council at its meeting held 1994 May 31. As per the approved recommendation the cost for the road, sidewalk, curbs and street lighting are available under the Local Improvement Act Account and Street Lighting Account. The remaining elements i.e. landscaping, streetscaping etc. are estimated at \$255,270. which will be covered under the Ferguson Avenue Capital Budget identified in 1998.

Public Works staff would like to take the opportunity to apply for funding under the jobsOntario Community Capital Program utilizing the Local Improvement and Street Lighting monies as the municipal contribution which will enable the implementation of the remaining elements thus a complete section of the revitalization will be implemented serving as a catalyst for the upgrading of physical, social, economic and environmental well-being of the community which is one of the objectives of the Project. Also, since the jobsOntario Program is a three year Provincial initiative and to date monies are identified for the revitalization of Ferguson Avenue in 1998, we would like to ensure that application is made prior to the monies being exhausted.

- c.c.    K. Christenson, Secretary, Transport and Environment Committee  
         A. Ross, City Treasurer, Treasury Department  
         C. Firth-Eagland, Acting Director of Public Works Department  
         R. Meiers, Operations Engineer, Public Works Department  
         B. Janssen, Division Head, Planning & Development Department



B. (vi)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Canada/Ontario Infrastructure Works Program

**RECOMMENDATION:**

That the Mayor and City Clerk be authorized to enter into an agreement satisfactory to the City Solicitor with the Federal and Province of Ontario Governments in relation to the Canada/Ontario Infrastructure Works for the following projects:

<u>Project Description</u>	<u>Gross Cost (net of GST)</u>
(1) Road & Sidewalk Reconstruction Program	\$ 3,800,000
(2) Ivor Wynne Stadium Improvements	2,673,055
(3) Central Utilities Plant (C.U.P.) - Trigenation	6,064,500
(4) Hamilton Society for the Prevention of Cruelty to Animals Inc.	4,800,000
(5) Barrier Free Design Access - Recreation Buildings	268,000
(6) Barrier Free Design Access - Recreation Buildings	188,000
(7) Barrier Free Design Access - City Owned Buildings	<u>2,900,000</u>
	<u>\$20,693,555</u>



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The City cost of these projects will be financed by the issuance of debentures as authorized by Council on March 29, 1994.



**BACKGROUND:**

- (1) The above projects were authorized by Council on March 10, 1994.
- (2) Staff are now in receipt of draft documents/agreements from the Infrastructure program that will required execution once project approvals are received.
- (3) The Law Department is now reviewing the proposed Agreements and Council approval is required to authorize their signature when appropriate.

NRA:jc

c.c. P. Noé Johnson, City Solicitor

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

C.

**DATE:** 1994 July 14

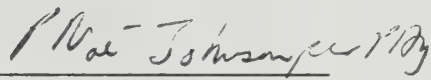
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** Debenture By-law - Capital Projects - 1994

**RECOMMENDATION:**

That the attached By-law be enacted by City Council.

  
\_\_\_\_\_  
P. Noé Johnson

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

On March 29, 1994, City Council in adopting Item 1 of the 4th Report of the Committee of the Whole authorized the Capital Budget for 1994 and further authorized the City Solicitor to prepare this By-law to formally approve these Infrastructure Program projects.

LEF:as

The Corporation of the City of Hamilton

BY-LAW NO. 94-

To Authorize

**1994 DEBENTURE PROJECTS AND AMOUNTS**

**WHEREAS** Ontario Regulation 710/92 enacted under the authority of the Municipal Act, R.S.O. 1990, Chapter M.45, establishes a limit for a municipality's debt obligations which do not require the approval of the Ontario Municipal Board;

**AND WHEREAS** the Council of The Corporation of the City of Hamilton in adopting Item 1 of the Fourth Report of the Committee of the Whole on March 29, 1994 authorized the projects appearing in Schedule "A" to this By-law;

**AND WHEREAS** the financial commitments, liabilities and debt charges of the projects listed in Schedule "A" and The Corporation of the City of Hamilton's other debts and debt charges will not exceed the City's debt limit as specified by the Municipal Act and Regulation 710/92;

**AND WHEREAS** on June 27, 1994, the Federal Government and Provincial Government approved the projects appearing on Schedule "A" as part of the Infrastructure Program;

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. The projects listed in Schedule "A" attach to and form part of this By-law and are hereby approved.
2. The City Treasurer is authorized to arrange the issuance of the necessary debentures to a maximum of \$3,276,352.00 for a term not to exceed twenty years by The Regional Municipality of Hamilton-Wentworth and chargeable to the City.
3. The proper officials of The Corporation of the City of Hamilton are hereby authorized and directed to do all such things necessary to give effect to this By-law.

**PASSED** this        26th        day of        July        , 1994.

City Clerk

Mayor

SCHEDULE "A" TO BY-LAW 94-

<u>Project</u>	<u>Gross Cost</u>	<u>Federal &amp; Provincial Subsidies</u>	<u>Debenture Amount</u>	<u>Term of Debenture</u>
1) Barrier Free Design Access - All City Owned Buildings	\$2,900,000	\$1,933,333	\$ 966,667	20 years
2) Barrier Free Design Access - Recreation Buildings (Dalewood)	188,000	125,333	62,667	20 years
3) Ivor Wynne Stadium Improvements	2,673,055	1,782,037	891,018	20 years
4) Roadway & Sidewalk Reconstruc- tion - Various Locations	3,800,000	2,533,333	1,266,667	20 years
5) Barrier-Free Access- Recreation Buildings	<u>268,000</u>	<u>178,667</u>	<u>89,333</u>	20 years
<b>TOTALS</b>	<u>\$9,829,055</u>	<u>\$6,552,703</u>	<u>\$3,276,352</u>	

\BYLAW\DEBENTU2.94





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D.

**DATE:** 1994 July 12

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. C. Firth-Eagland  
Acting Director of Public Works  
Public Works Department

**SUBJECT:** Purchase of Two (2) Crew Cab Stake Dump Trucks,  
Fleet Services

**RECOMMENDATION:**

That a purchase order be issued to Robert Slessor Pontiac Buick Inc., Grimsby, in the amount of \$68,671.10, including all applicable taxes, for the supply and delivery of Two (2) Crew Cab Stake Dump Trucks, being the lowest of three quotations received in accordance with specifications issued by the Purchasing division and Vendor's quotation, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

*C. Firth-Eagland*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

These 2 vehicle acquisitions are for the replacement of existing equipment through the Fleet Services vehicle replacement programme and will not increase the City's fleet. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account. Operating costs will be funded through various existing current budget allocations according to the tasks for which the vehicles will be employed.

**BACKGROUND:**

Tender Analysis

Robert Slessor Pontiac Buick, Grimsby	\$ 68,671.10
Hamilton Motor Products, Hamilton	69,117.30
City Chev Olds Geo, Hamilton	69,163.30

This tender was advertised and fifteen (15) suppliers requested to bid. Three (3) declined and nine did not respond.

These two vehicles will replace existing equipment, one within the Parks Division and one within the Streets Division. The services for which these vehicles will be utilized within the Horticultural Section will include the maintenance of traffic islands and horticultural sites during the summer months and forestry operations during the winter season. The Parks Division vehicle will be utilized in the maintenance of parks and snow removal operations.

Delivery of the vehicles is anticipated for approximately December of 1994 following which the vehicles being replaced will be decommissioned.

c.c. A. Ross, City Treasurer

CFE:CG:jh

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

E.

**DATE:** 1994 July 12

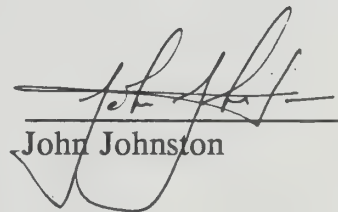
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. John Johnston  
Commissioner of Human Resources

**SUBJECT:** Appointments To and Terminations From Permanent  
Positions with the Corporation of the City of Hamilton  
(C-017-094)

**RECOMMENDATION:**

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to July 14, 1994 be approved.

  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

Attached.



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Scott Abbott	I	Forester III (D-12)	Public Works	Replacing Mr. R. Parsik - promoted, April 30/94	\$35,322.56	June 27/94
Mr. Angelo Amore	I	Traffic Signs & Markings Specialists (11-E)	Traffic	Replacing Mr. P. Dubord - absent with permission	\$29,714.88 to \$32,754.28	May 11/94
Mr. Edgardo Andaya	I	Truck Driver (D-13A)	Public Works	Replacing Mr. A. Rothead - promoted, May 02/94	\$35,686.56	June 06/94
Mr. Mark Andrechek	I	Rink Attendant I (D-16)	Culture & Recreation	Replacing Mr. F. LaLonde - retired, June 30/94	\$36,780.64	June 20/94
Ms. Joyanne Beckett	E	Customer Service Rep/ Plan Examiner (21-D)	Building	Replacing Ms. Z. Kristie - promoted, May 01/94	\$37,883.04 to \$43,825.60	June 13/94
Ms. Sara Bradley	E	Customer Service Rep/ Plan Examiner (21-D)	Building	Additional Staff Council Approved February 11/94	\$37,883.04 to \$43,825.60	June 13/94

Prepared July 14/94

Status

Internal - I

External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Patrick Fournier	I	Truck Driver (D-13)	Public Works	Replacing Mr. J. Zizek - transferred, May 02/94	\$35,686.56	June 13/94
Mr. Roland Gosselin	I	Truck Driver (D-13)	Public Works	Replacing Mr. J. Wotta - transferred, May 02/94	\$35,686.56	June 13/94
Mr. Joel Luke	I	Gardener III (D-7)	Public Works	Returning to former position	\$33,496.32	May 30/94
Mr. Lawrence Lupton	I	Signs & Markings Specialist (11-C)	Traffic	Replacing Mr. R. Jones - promoted, March 01/94	\$28,956.20 to \$31,989.88	June 20/94
Ms. Marianne Lyon	E	Building Inspector (D-15A)	Building	Replacing Mr. J. Walker - deceased, Jan. 16/92	\$42,280.16 to \$48,626.76	June 13/94
Mr. Randy Manuel	I	Gardener I (D-17)	Public Works	Replacing Mr. F. Giannini - returning to former position	\$37,146.72	May 30/94
Ms. Jacqueline Maxwell	I	Parking Control Officer (13-I)	Traffic	Replacing Ms. Melissa Eberhardt - promoted, July 19/93	\$32,560.32 to \$37,396.32	May 23/94

Prepared July 14/94

Status

Internal - I  
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Ms. Erin McClintock	E	Customer Service Rep/ Plan Examiner (21-D)	Building	Replacing Mr. R. Kuipers - promoted, April 01/94	\$37,883.04 to \$43,825.60	June 13/94
Mr. Harold Mestekemper	I	Sanitation Worker 2-Man Crew (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 30/94
Ms. Alison Orr	E	Building Inspector (25-A)	Building	Replacing Mr. David Gibson - retired, Dec. 31/93	\$42,280.16 to \$48,626.76	June 13/94
Mr. Karl Riimand	I	Gardener I (D-17)	Public Works	Replacing Mr. L. Cialini - promoted, May 16/94	\$37,146.72	June 13/94
Mr. Robert Taylor	I	Truck Driver (D-13)	Public Works	Replacing Mr. D. Hitzroth - promoted, May 02/94	\$35,686.56	June 13/94

Prepared July 14/94

Status

Internal - I

External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Brian Vance	I	Truck Driver (D-13)	Public Works	Replacing Mr. D. Thomas - transferred, May 09/94	\$35,686.56	June 13/94
Mr. Tien Vuong	I	House Plan Examiner (19-A)	Building	Replacing Mr. F. Genovese - promoted, April 01/94	\$36,392.72 to \$42,130.92	May 31/94
Mr. Don Williams	I	Fire Safety Officer (C7A)	Fire	Replacing Mr. F. Biancucci - promoted, May 08/94	\$57,934.32	June 01/94

Prepared July 14/94

Status

Internal - I

External - E



# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Marcel Bellehumeur	Lead Hand Welder	Public Works	Retired (Early)	27 years, 1 month	June 30/94
Mr. Edward Ciesielski	Supervisor Stores	Treasury	Retired (Early)	36 years	June 30/94
Mr. Peter Fidanza	Labourer	Public Works	Retired	15 years, 2 months	June 30/94
Mr. Steven Fish	Roller Operator	Public Works	Retired (Early)	22 years	June 30/94
Mr. Sam Gentile	Lead Hand/Truck Driver	Public Works	Retired (Early)	24 years	June 30/94
Mr. Frederick LaLonde	Rick Attendant I	Culture & Recreation	Retired (Early)	28 years, 10 months	June 30/94
Mr. Anton Paver	Labourer	Public Works	Retired (Early)	32 years, 1 month	June 30/94
Mr. Matteo Sassanelli	Concrete Finisher	Public Works	Retired (Early)	2 years, 11 months	April 29/94
Mr. Richard Seager	Assistant Supervisor Taxation-Realty	Treasury	Retired (Early)	33 years, 6 months	June 30/94
Mr. Dave Smith	Traffic Checker	Traffic	Terminated	20 years	May 25/94
Mr. Gary Vickers	Labourer	Public Works	Retired (Early)	25 years, 10 months	June 30/94

Prepared July 14/94

### Glossary of Terms

Terminated - long term disability

- discharge
- downsizing
- redundant

Resigned - personal betterment  
- personal reasons

F.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 12

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee


**FROM:** Mr. J. G. Hindson, P.Eng.  
Director of Information Systems

**SUBJECT:** Closing of Various Capital Accounts (INF 94-126)

**RECOMMENDATION:**

That the following capital accounts regarding information technology-related projects be closed and that the remaining funds be credited to the original source of funding as per the following table:

Capital Centre #	Project Description	Authorized Cost	Expended/ Committed	Balance Available	Source of Funds
269251002	Network Replacement (1992)	139,000	138,296	704	Reserve for Capital
269051013	Computer Software (1990)	125,000	121,090	3,910	Reserve for Capital
269051015	Computer Software (1989)	150,000	145,860	4,140	Reserve for Capital
268851002	Computer Software (1988)	125,000	124,936	64	Reserve for Capital
268851001	Computer Environment Improvements	50,000	49,683	317	Reserve for Capital
268751002	Computer Software (1987)	141,650	141,586	64	Capital Levy
268651002	Data Base 4th Generation Language (1986)	550,000	549,368	632	Capital Levy
Total				9,831	

  
J. G. Hindson, P.Eng.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See recommendation re return of balance of funds to respective reserves.

**BACKGROUND:**

Info Systems uses capital funding for major software acquisition purposes, for the installation of communications networking infrastructure and other information technology-related purposes.

In some cases, some projects initiated up to a number of years ago have some finding balances remaining and these accounts should be officially closed and the remaining funds returned to the reserves.

G. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 12

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - C.N.I.B. Walkathon

**RECOMMENDATION:**

- a) That approval be given to the request of the C.N.I.B. to use the Forecourt and related equipment for an assembling and registration point for the C.N.I.B. Walkathon from 9:00 a.m. - 11:00 a.m. on Sunday, 1994 August 28.
- b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**



Sufficient funds are available in account CH 55222 - 10034 - Use of City Facilities by Outside Groups for property maintenance staff overtime in the approximate amount of \$120.

**BACKGROUND:**

The C.N.I.B. will be holding a Walkathon on Sunday, 1994 August 28 from City Hall to the C.N.I.B. building at 1686 Main Street West. The forecourt will be required for an assembly point for volunteer walkers and to complete registration.

SG/mec

c.c. Mayor's Office  
Rob Swan, Manager, Property Maintenance Division  
Information Desk





G. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 12

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Take Back the Night Committee

**RECOMMENDATION:**

- a) That approval be given to the request of the Take Back the Night Committee to use the City Hall Forecourt, first floor foyer and washrooms on Thursday, 1994 September 22 from 6:00 o'clock p.m. to 11:00 o'clock p.m. for a rally in conjunction with the annual Take Back the Night March.
- b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Sufficient funds are available in Account CH 55222-10034 - Use of City Facilities for Outside Groups to cover the cost of maintenance staff and overtime in the approximate amount of \$45.

**BACKGROUND:**

The Take Back the Night March is an annual event to protest violence against women and children, and has traditionally started from the City Hall Forecourt.

For the past two years the event has commenced from the Courthouse on Main Street, however, the Committee propose returning the event to City Hall in 1994.

The Rally will consist of a march through downtown streets and refreshments will be provided by the Take Back the Night Committee.

SG/mec

c.c. Mayor's Office  
Rob Swan, Manager, Property Maintenance Division  
Information Desk



G. (iii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 June 24

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Police Services Act - Board of Inquiry

**RECOMMENDATION:**

- (a) That approval be given to the request of the Police Services Board of Inquiry to use the City Hall Council Chamber and Room 264 for a Board of Inquiry hearing and retiring room on 1994 October 6, 7, 12, 13, 14, 17, 19, and 25 from 9:00 a.m. to 5:00 p.m. and on 1994 October 26, from 9:00 a.m. to 3:00 p.m.; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**



N/A

**BACKGROUND:**

The Board of Inquiry (Police Services Act) will be convened on the foregoing dates to conduct hearings into complaints made by members of the public about the conduct of the police. The Board of Inquiry has used the Council Chambers in the past for this purpose and will require Room 264 for a retiring room for the panel members.

SG/mec

cc: Mayor's Office  
Rob Swan, Manager, Property Maintenance Division  
Information Desk





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

G.  
(iv)

**DATE:** 1994 July 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee


**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Tele-Touch

**RECOMMENDATION:**

- (a) That approval be given to the request of Tele-Touch, a United Way agency, to use the City Hall forecourt on Friday, 1994 August 12 from 10:30 a.m. to 2:30 p.m. for a Hot Dog sale in aid of the United Way.
- (b) That the City Clerk be authorized to approve of the similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A



**BACKGROUND:**

Tele-Touch is a non-profit agency for seniors funded by the United Way. In existence since 1971, the Tele-Touch strives to assist individuals in the Hamilton-Wentworth and Halton communities to live independently at home, without loneliness, by having caring volunteers providing reassuring telephone contact.

c. Mayor's Office

Rob Swan, Manager  
Property Maintenance Division

Information Desk



H. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 15

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

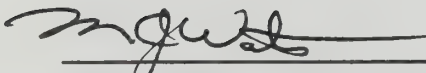
**SUBJECT:** Direct Purchase of Natural Gas

**RECOMMENDATION:**

That the Corporation City of Hamilton exercise its third year option under the current agreement with Wascana Energy (formerly Saskatchewan Oil and Gas Corporation) for the supply of natural gas on a direct purchase basis to all City owned buildings, and accept their offer to extend the current agreement from July 1, 1994 to November 1, 1994 at a price of \$1.97/Gigajoule.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The current Weighted Average Cost Of Gas (WACOG), approved by the Ontario Energy Board for Union Gas Ltd., is presently \$2.17/Gigajoule. Acceptance of the proposal from Wascana represents approximately a 10% savings to the City on its purchases of natural gas.

  
\_\_\_\_\_  
D.W. Vyce



**BACKGROUND:**

On February 25, 1992, Council approved Item No. 18 of the 6th Report of the Finance and Administration Committee to enter into a contractual buy/sell agreement with Wascana (formerly Saskatchewan Oil and Gas Corporation) for the supply of natural gas to all City owned buildings.

The current agreement between The Corporation City of Hamilton and Wascana provides for a fixed cost for the natural gas during the first two terms and a third term option to negotiate at current market prices. The second "term" ended July 1, 1994.

The extended term (July 1, 1994 - November 1, 1994) being proposed will provide a common renewal date for both the City of Hamilton and The Regional Municipality of Hamilton Wentworth in order to implement a joint strategy.

It is believed by staff that the combined volumes of both the City and Region will prove to be beneficial for both parties in future tendering of gas supplies. Both the City and Region would maintain separate contractual agreements with the supplier.

Currently the Region is purchasing their natural gas requirements through ECNG Inc. and that agreement expires October 31, 1994. The Region has indicated a desire to negotiate for their supply of natural gas without the use of a marketing agent such as ECNG Inc. At present, ECNG Inc. is charging the Region \$0.05/GJ commission. The City deals directly with a producer and therefore pays no "middle man."

While negotiating with Wascana for the third term pricing, staff investigated and found that other municipalities ie; Metro Toronto, has recently negotiated deals with their suppliers in the \$2.10/Gigajoule range. For the period April 1993 through April 1994, natural gas prices averaged \$2.26/Gigajoule. Given that futures markets and natural gas investment analysts anticipate an average price increase of 4.5% and 4.1% respectively through 1994/95 and the recent deal negotiated by Metro Toronto, any price below \$2.26 per gigajoule appears quite reasonable. The ultimate comparison should be to Union Gas's WACOG price since this will determine rebates, if any.

1994 July 15

Finance and Administration Committee

Page 3

cc. P. Noé Johnson, City Solicitor  
**Attention: Lorne Farr, Solicitor**  
A. Ross, City Treasurer  
R. Desnoyers, Building Operations & Maintenance, Property Department  
G. Lawson, Commissioner of Regional Finance  
**Attention: Egon Stapita, Investments Analyst**



H. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 12

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Surplus Board of Education Properties

**RECOMMENDATION:**

That approval be given to advise the Board of Education for the City of Hamilton that the following properties, which are surplus to the Boards requirements, are not required for any municipal purpose at this time:

- |                  |   |
|------------------|---|
| Brantdale School | - 15 Brantdale Avenue<br>- Square footage approximately 15,531<br>- Situated on a 1 acre site                   |
| Onteora School   | - 243 Fennell Avenue East<br>- Square footage - two buildings - 1923 - approx. 5,354<br>- 1961 - approx. 18,300 |
| Ridge School     | - 1289 Upper James Street<br>- Square footage - approximately 11,655<br>- Situated on a 1.45 acre site          |
| Vacant Site      | - 0.338 acre site - located at corner of Millwood Place and<br>Fielding Drive in the Bruleville Neighbourhood   |
| Vacant Site      | - 6 acre site - located off Nash Road between Nugent<br>Drive and Kentley Drive in the Kentley Neighbourhood    |

*M. J. W. [Signature]*



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

On 1994 April 25 these properties were offered to the City by the Board of Education as they were surplus to the Board's requirements. The lands were circulated to all department heads and none of the properties listed are required for municipal purposes at this time.

AC/nw

c.c. Robert M. Morrow, Mayor, Mayor's Office

Alderman D. Ross, Alderman, Ward 8, Aldermen's Office

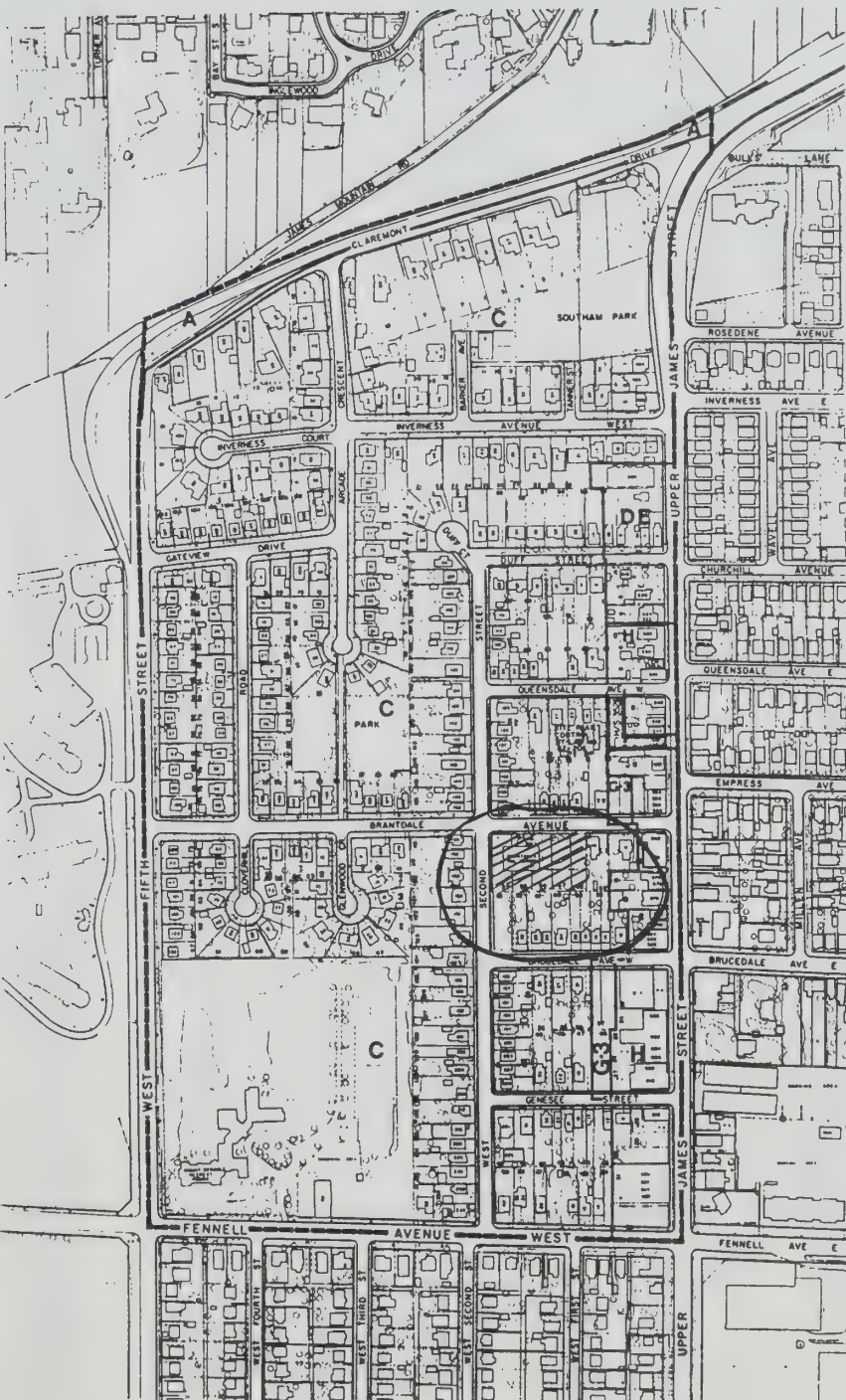
Alderman Frank D'Amico, Alderman, Ward 8, c/o Aldermen's Office

Alderman H. Merling, Alderman, Ward 7, Aldermen's Office

Alderman Terry Anderson, Alderman, Ward 7, c/o Aldermen's Office

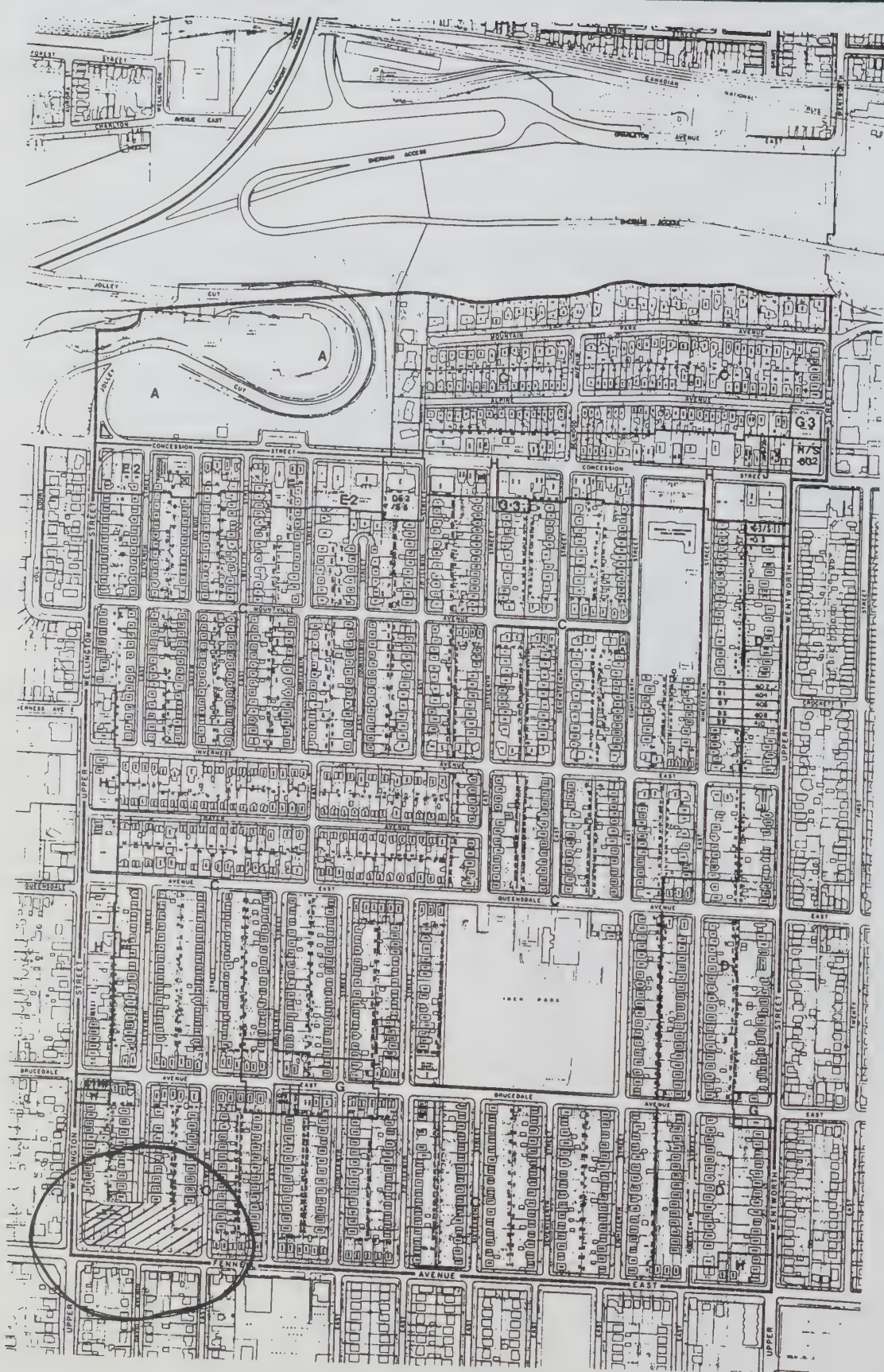
Alderman D. Agostino, Alderman, Ward 5, Aldermen's Office

Alderman Fred Eisenberger, Alderman, Ward 5, c/o Aldermen's Office



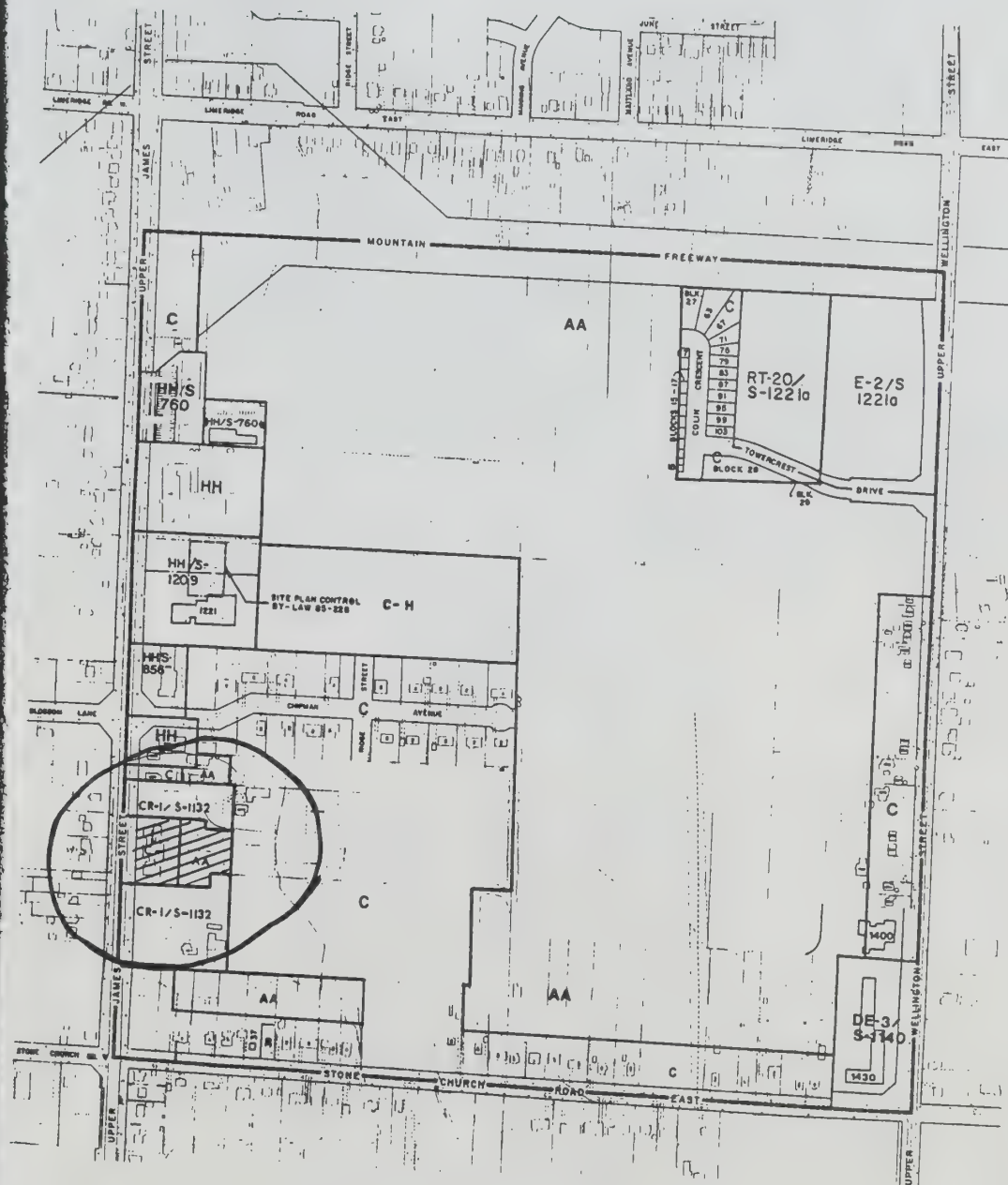
SOUTHAM





<table border="1"> <tr> <td>31</td> <td>125</td> <td>124</td> </tr> <tr> <td>22</td> <td>68</td> <td>42</td> </tr> <tr> <td>7</td> <td>65</td> <td>18</td> </tr> </table>	31	125	124	22	68	42	7	65	18	<p>CITY OF HAMILTON</p> <p><b>INCH PARK</b></p> <p><b>ZONING</b></p>
31	125	124								
22	68	42								
7	65	18								
<p>This is not a Legal Document For Zoning Verification Purposes Contact City Building Department.</p>	<p>Neighbourhood Boundary Zoning Boundary</p> <p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton-Wentworth</p>									
<p>0 50m 100m</p> <p>SCALE</p>	<p>7210</p> <p>PAGE NO. 68</p>									

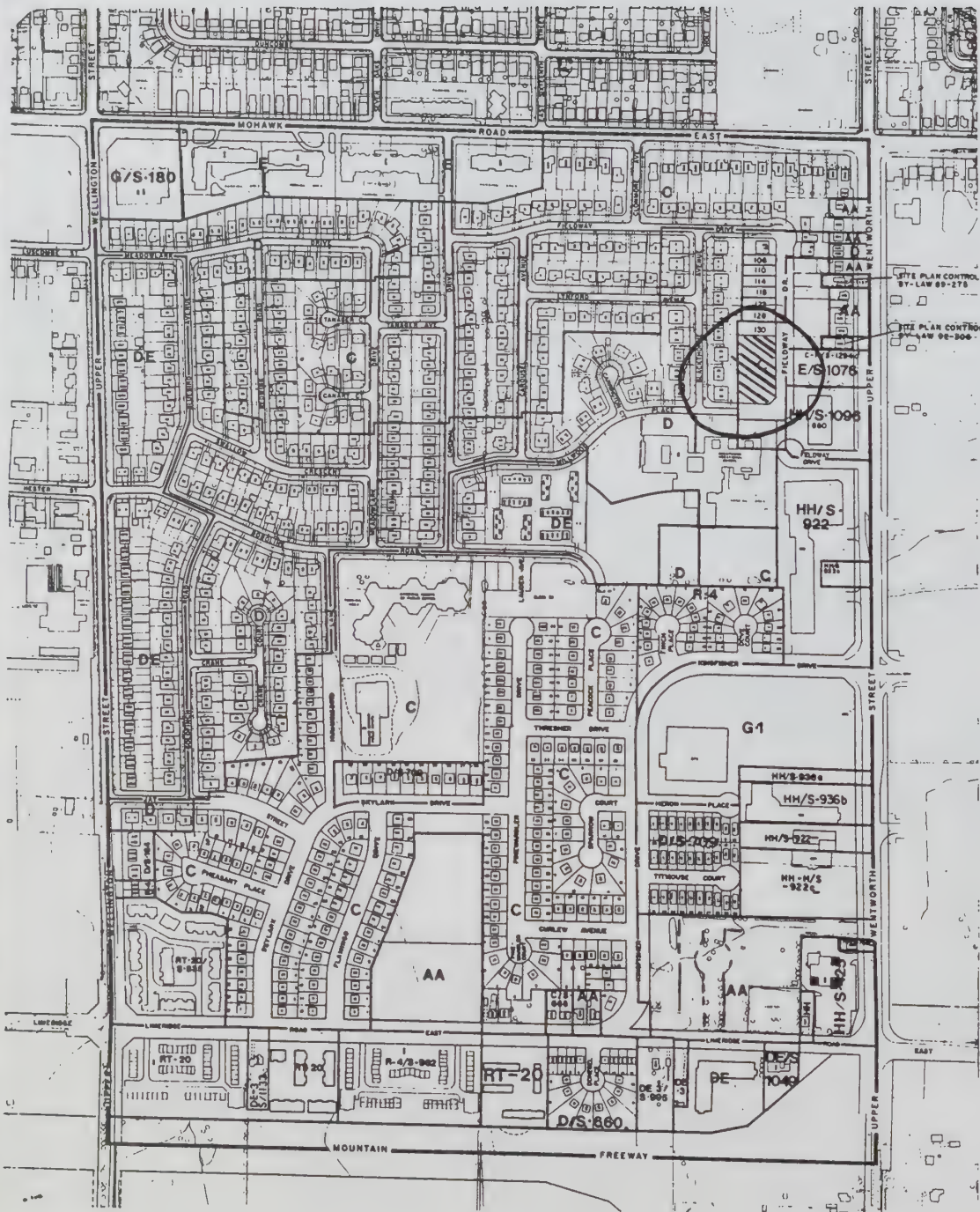
2



3

<table border="1"> <tr> <td>137</td> <td>66</td> <td>16</td> </tr> <tr> <td>86</td> <td>82</td> <td>33</td> </tr> <tr> <td>101</td> <td>119</td> <td>8</td> </tr> </table> <p>This is not a Legal Document For Zoning Verification Please Contact City Building Department.</p>	137	66	16	86	82	33	101	119	8	<p>CITY OF HAMILTON</p> <p><b>JEROME</b></p> <p><b>ZONING</b></p>
137	66	16								
86	82	33								
101	119	8								
<p>----- Neighbourhood Boundary</p> <p>----- Zoning Boundary</p> <p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton-Wentworth</p>	<p>0 50m 100m</p> <p>SCALE 50m</p> <p>Planned UNIT NO 7509</p> <p>PAGE NO 82</p>									





4

<table border="1"> <tr> <td>7</td> <td>65</td> <td>18</td> </tr> <tr> <td>56</td> <td>16</td> <td>130</td> </tr> <tr> <td>82</td> <td>33</td> <td>118</td> </tr> </table> <p>This is not a Legal Document For Zoning Verification Please Contact City Building Department.</p> <p>  Neighbourhood Boundary   Zoning Boundary </p> <p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton - Wardensburg</p>	7	65	18	56	16	130	82	33	118	<p>CITY OF HAMILTON</p> <p><b>BRULEVILLE</b></p> <p><b>ZONING</b></p> <p>   SCALE 80m </p> <p>   NORTH </p> <p>         PLANNING          UNIT NO.  <b>7202</b> </p> <p>         PAGE NO.  <b>16</b> </p>
7	65	18								
56	16	130								
82	33	118								

The map shows a residential area with a grid of streets. Key streets include Kentley Road, North Road, and various drives. A large area in the upper left is circled, and another area in the lower right is shaded. The map is labeled with 'KENTLEY' at the top and 'CENTENNIAL PARKWAY' at the bottom. Various lot numbers and planning designations are visible throughout the map.





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

I.

**DATE:** 1994 July 18th

**REPORT TO:** Alderman D. Ross, Chairperson & Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - FCM - The GST Report and Municipal governments - letter dated 1994 July 8
- (b) Information Report - Treasurer - Sale of properties for tax arrears - dated 1994 July 18th
- (c) Correspondence - Ontario Provincial Police Association - invitation to attend the Second Annual Symposium on Policing - 1994 September 20-21 - letter dated 1994 July 7th
- (d) Correspondence - Association of Municipalities of Ontario - Request for Nominations to the 1994-95 AMO Board of Directors
- (e) Correspondence - Notification of Intent to amend AMO's Governing By-law - letter dated 1994 June 30th
- (f) Correspondence - Ministry of Finance - Charges for supplementary assessments - letter dated 1994 June 15th.
- (g) 1993-1994 Annual Review - Federation of Canadian Municipalities - International Office
- (h) Correspondence - Town Clerk, Town of Newmarket - Resolution - Bell Canada, Gross Receipts Tax System, Provincial Review of System - letter dated 1994 June 15th



Page Two  
Information Items Report  
1994 July 18th

- (i) Correspondence - City of London - opposition to Bill 120 - letter dated 1994 June 21st.
- (j) Correspondence - City of Toronto - Resolution - Injection Drug User (IDU) Project Progress Report - letter dated 1994 June 14th
- (k) Real Estate Division of the Property Department - Services to the Region for the Second Quarter of 1994
- (l) Correspondence - City of Toronto - resolution - Queen Street Mental Health Centre - letter dated 1994 July 4th
- (m) Minutes - Hamilton Status of Women Sub-Committee - meetings held 1994 June 8, June 2 and May 5th
- (n) Correspondence - City of Brampton - resolution - Charges for Supplementary Assessment - letter dated 1994 July 6th
- (o) Correspondence - Town of Newmarket - resolution - Provincial fee for supplementary assessments - letter dated 1994 June 23rd.
- (p) Correspondence - FCM - Request for resolutions for consideration at the 1994 September meeting of FCM National Board of Directors - letter dated 1994 June 28th
- (q) Copy of correspondence to the Region - Town of Flamborough - municipal trunking communication project - letter dated 1994 June 27th
- (r) Information Report - Treasurer - Status of Hosting, Receptions and related accounts as at 1994 June 30th - report dated 1994 July 12
- (s) Information Report - Treasurer - Status of unclassified revenue and expenditures as at 1994 June 30th - report dated 1994 July 12th
- (t) Correspondence - Minister of Municipal Affairs - Open Local Government and Bill 163 - letter dated 1994 June

*Quinn K. Parker*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND;**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure following for these matters is recorded.



4.

Large Urban Section General Meeting  
August 21, 1994

..

Royal York Hotel  
British Columbia Room  
Toronto, Ontario

### **REQUEST FOR APPOINTMENTS**

In accordance with the directions adopted by the Large Urban Section at the annual meeting of April 22nd, 1994, all councils of municipalities who are members of AMO and have a population of 50,000 persons or above are requested to appoint one member of council to form the new Large Urban Section Executive of AMO.

The first meeting of this new Executive will be held on August 21, 1994 at 4 p.m. in the British Columbia Room of the Royal York Hotel in Toronto, Ontario.

All names of appointed representatives must be submitted to the AMO offices on or before August 1st, 1994.

Large Urban Section  
Association of Municipalities of Ontario  
250 Bloor Street West  
Suite 701  
Toronto, Ontario  
M4W 1E6

If you wish to receive further information, please do not hesitate to contact Claire Marchand, Coordinator of Section Services.

(8)



General Meeting  
Large Urban Section of AMO  
August 21st, 1994  
4 p.m. - 6 p.m

••

British Columbia Room,  
Royal York Hotel  
Toronto, Ontario

## **AGENDA**

- Welcome and Opening Remarks: Chair of (Interim) Large Urban Section Executive, Liz Behrens, Councillor, Town of Oakville
- Background on reorganization of AMO's Large Urban Section Executive:
- Consideration of Policy Statement on the Conduct and Operation of the New Large Urban Section of AMO

### **Meeting of New Large Urban Section Executive**

- Election of Large Urban Section Executive Officials

### ***Policy***

- Consideration of Canadian Industry Product Stewardship Initiative (CIPSI) proposal - Evelyn Ruppert, Manager of Policy
- Discussion of 1994-1995 Workplan
- Conclusions

Large Urban Section  
August 1994 General Meeting

**APPOINTMENT FORM**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

That: \_\_\_\_\_

be appointed to serve on the Executive Committee of the Large Urban section of the Association of Municipalities of Ontario for the 1994-1995 term

**CONSENT FORM**

I, the undersigned, do hereby consent to have my name submitted to serve as a member of the Large Urban Section Executive Committee

Conditions:

- I) I am a member of a Large Urban Municipality (a City, Borough or Town having a population of 50,000 or more) in either an elected or appointed office
- II) A motion for my nomination has been made and seconded by a member of my Large Urban Municipality
- III) Our Council is prepared to meet the costs of my attending meetings of the Large Urban Section Executive Committee

Name: \_\_\_\_\_ Office: \_\_\_\_\_

Municipality: \_\_\_\_\_

Return to: Large Urban Section  
Association of Municipalities of Ontario  
250 Bloor Street West  
Suite 701  
Toronto, Ontario  
M4W 1E6

Appointments to be received in AMO offices on or before August 1st, 1994.

9

## REALTY TAX BILL - INSTALMENT 4

TAX ACCOUNT: 00 00000 0000

PROPERTY ASSESSMENT: 6,610

PROPERTY DESCRIPTION:

STREET ADDRESS

PLAN 000 PT LOT 0 OR

PLAN 000

AGENT NUMBER

OWNER:

JOHN SMITH  
 DEBBY SMITH  
 MAILING ADDRESS  
 HAMILTON, ON  
 A1A 1A1

R  
 93

DATE	DESCRIPTION	AMOUNT
EP 01, 1994	INSTALMENT 4	869.00
	ARREARS	100.50
	AMOUNT DUE, SEPTEMBER 30, 1994	969.50

## NOTES:

APPLICATION FORM AND INFORMATION BROCHURE FOR THE NEW MONTHLY AUTOMATIC PAYMENT PLAN WILL BE MAILED TO RESIDENTIAL PROPERTY OWNERS IN OCTOBER. THIS PLAN WILL ALLOW YOU TO PAY YOUR TAXES BY AUTOMATIC MONTHLY WITHDRAWALS FROM YOUR BANK ACCOUNT STARTING SEPTEMBER 1, 1994.

CURRENT PENALTY AND INTEREST RATE IS 1.083% PER MONTH OR APPROXIMATELY 13% PER ANNUM.

SEE REVERSE FOR PAYMENT INFORMATION AND PAYMENT OPTIONS

PLEASE DETACH HERE AND RETURN WITH PAYMENT

HAMILTON BOARD OF EDUCATION HAMILTON-WENTWORTH SEPARATE SCHOOL BOARD REGION OF HAMILTON-WENTWORTH CITY OF HAMILTON

## REALTY TAX BILL - INSTALMENT 4

Remittance Portion

CITY OF HAMILTON  
 71 Main St W  
 Hamilton, Ontario  
 L8N 3T4

DUE DATE SEP 30, 1994  
 DATE OF RECORD SEP 1, 1994  
 4TH INSTALMENT 869.00  
 ARREARS 100.50  
 AMOUNT DUE 969.50

TAX ACCOUNT 00 00000 0000

BILLING NUMBER R00000000

AGENT NUMBER

AMOUNT PAID

Payable at most Chartered Banks and Financial Institutions

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5.

**DATE:** 1994 May 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Security & General Maintenance Improvements  
- City Hall

**RECOMMENDATION:**

- a) That the Director of Property be authorized to proceed with the following security and general maintenance improvements in City Hall:
- i) the replacement of carpeting in Committee Rooms 233 and 219 at an estimated cost for labour only of \$2,400;
  - ii) the construction of an eight foot (8') extension to the existing meeting table and a new secretarial desk in Room 219 at a cost estimated at \$2,500;
  - iii) security improvements at the workstation of the Aldermen's receptionist which include a 20" high glass enclosure, a full counter top and two half height doors and electrical alterations to remove a potential safety hazard at an estimated cost of \$3,250;
  - iv) the replacement of carpeting in the Mayor's office, the office of the Executive Assistant to the Mayor and adjacent Administrative space at an estimated cost of \$14,500, which also includes expenses to correct subfloor deficiencies; and
- b) That the cost of undertaking these maintenance improvements be charged to Capital Budget Accounts - City Hall Accommodation Requirements.

LED to  
meeting  
discussion.

App'd by Committee..... 1994 May 26.  
App'd by Council..... 1994 May 31  
Clerk Letter



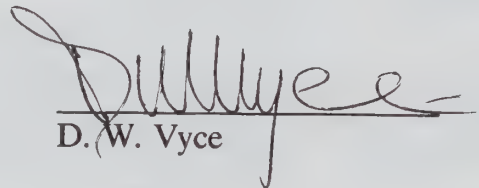
1994 May 17

Finance and Administration Committee

Page 2

### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The estimated cost to undertake the maintenance projects listed in the recommendation part of this report is \$22,650. Sufficient funding has been set aside in the Capital Budget to cover these miscellaneous maintenance projects under the heading Accommodation Requirements - City Hall.



D. W. Vyce

### **BACKGROUND:**

Funding has been provided for in the Capital Budget for Accommodation Requirements at City Hall. The account is to cover miscellaneous renovations, replacements and repairs within the building that develop from time to time.

There are a number maintenance, minor renovation and security matters which require attention and consideration by the Committee and Council.

1. The carpeting in Committee Rooms 233 and 219 is in deplorable condition and requires replacement. The carpet is thread bare in places; seams are coming apart throughout with the result that repairs with silver duct tape are necessary to reduce hazards; permanent stains cover the carpet in both rooms; the underpad is beyond its useful life and has created ridges in the carpeting which besides looking aesthetically unpleasing, will eventually result in a safety issue. The carpet is far beyond the stage that cleaning and repairs will resolve the problems. It most definitely requires replacement.

It is proposed to re-carpet the Committee rooms with dark beige carpet tiles similar to the carpet tile in Room 264. The carpet tiles are currently in the City's inventory. All that remains is the expense of removing the current floor covering and replacing it with the new carpet tiles. The tiles are of excellent quality and with the "quick release glue" used to adhere the tiles to the floor, can be easily replaced if a portion of the floor covering becomes excessively soiled. The estimated labour cost to re-carpet Rooms 219 and 233 is \$2,400.

2. The City Clerk has asked that consideration be given to extending the meeting room table in Room 219 by three sections or eight (8'). This action, coupled with the removal of the large secretarial work station in the room and replacement with a much smaller but still functional writing surface, will allow for additional seatings at

the meeting table of eight persons or a total of eighteen (18). The new expanded table would be relocated more towards the front of the room thereby still allowing for some random seating at the rear of the room.

The City Clerk advises me that there is constant difficulty in booking meetings within the building. The layout and furniture within Room 219 is part of the problem. The limited number of meeting rooms in the building is of course the main problem. The proposal described above would make the space available to larger groups and make it far more functional.

It is proposed that the City's carpenters construct and finish the table extensions to match the existing table, and a secretarial table, at a cost not to exceed \$2,500.00.

3. As you are aware, the Aldermen's Receptionist sits virtually alone at the east end of the second floor of the building. Security for the receptionist has been a concern for some time. In comparison to previous times, the security of this work area has been greatly improved with the addition of a workstation with an entrance and an exit, the installation of a "security button" to call for assistance when required, and the placement of the security personnel's desk on the second floor of the building near the Council Chambers.

Notwithstanding the above improvements, security for the person occupying this work station is still an issue and could be improved upon. It is proposed to completely enclose the workstation with a 20" unbreakable or plastic enclosure set in a metal frame attached to the counter top of the workstation. Access to the space behind the workstation will be through two low level swinging doorways. The estimated cost of undertaking this work is \$3,250.

Security improvements planned for this area have been discussed with the City Clerk and the Aldermen's receptionist, both of whom concur with the proposal. An alternative also considered was a full height enclosure similar to the first floor Information Desk. While it would provide a greater level of security, the cost was \$8,500.00. This level of security was not felt to be warranted at this time.

4. The carpeting in the offices of the Mayor, the Executive Assistant to the Mayor and adjacent administrative space lying between these two offices is in deplorable condition and requires replacement. The carpet I would estimate is approximately twenty years old. The underpad is completely ineffective; the seams in the carpet are "bulging" because of the condition of the underpad and not only look aesthetically unpleasing, but could become a safety hazard if it becomes worse.

1994 May 17

Finance and Administration Committee

Page 4

The carpet in Mr. Dennis Carson's office, where space not only serves as an office but also a meeting room for the Mayor and a space within which to greet dignitaries, is also in deplorable condition. A unique construction feature of Mr. Carson's office is that the floor is insulated in as much as it forms part of the overhang portion of the building. The insulation over the past 35 years has deteriorated severely and caused markings in the rug and much unevenness on the floor. It is in fact quite unsightly and is the cause of numerous comments from visitors to his office.

In my opinion, if any space within City Hall deserves to be in fine condition, then it should be the Mayor's Offices. The replacement of the carpeting will greatly improve the appearance of the space and compliment the importance of the office.

The estimated cost to supply and install appropriate carpeting and underpad within the space and correct and level the concrete underlayment forming part of the floor structure itself is \$14,500.

DWV/dcr/jn

- c.c. Robert M. Morrow, Mayor  
D. Carson, Executive Director, Mayor's Office  
Joe Pavelka, P. Eng., Chief Administrative Officer  
J. J. Schatz, City Clerk  
R. Swan, Manager, Building Operations & Maintenance Division  
R. Desnoyers, Assistant Manager, Building Operations & Maintenance Division  
Allan C. Ross, Treasurer  
J. Cerio, Manager of Administration, Property Department



6.

**CITY OF HAMILTON  
- RECOMMENDATION -**

**DATE:** 1994 July 14

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** L.C. King, P.Eng.  
Building Commissioner

**SUBJECT:** West Avenue School - 255 West Avenue North  
Mural Art Project (94.2.9, 94.2.14)

**RECOMMENDATION:**

That approval be given for the use of the north and east walls of the gymnasium of West Avenue School, 255 West Avenue North, for the placement of a wall mural subject to the following conditions:

- a) that all paint will be restricted to exterior latex; and,
- b) that the final design and mural placement will be subject to review by the City's arts coordinator.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

At some point in the future, the paint may have to be removed due to deterioration.

**BACKGROUND:**

In late June of this year, the Building Department was approached by staff of the Provincial Ministry of Economic Trade & Development - Community Economic Development Secretariat, requesting a site for a wall mural project for Barton Street. The Department supported the request to assist in locating a site for a wall mural due to the City's interest in promoting and revitalizing Barton Street.

In order to find a suitable wall for the project a visual search was made on Barton Street between Wellington and Wentworth Streets. The Hamilton General Hospital was also approached. Due to time constraints, H.G.H. was unable to offer wall space and other space on private buildings was not found.



The West Avenue School was selected as the most suitable site for the following reasons:

- Faces both Barton Street and West Avenue.
- Gymnasium extension is not in keeping with the rest of the heritage building and, therefore, a mural will not detract from the building.
- City involvement in the project shows direct support for the Barton Street Revitalization plan.

This project appears particularly worthy of support due to its artistic value, which is directly in keeping with the City's proposal to attract artistic and cultural industries to Barton Street. A full explanation of the program is attached.

LCK/PCL/dm  
Encl.

c.c. D. W. Vyce, Director of Property

July 13, 1994

TO: Peter Lampman,  
Planning Department  
City of Hamilton

cc: Mike Pennock  
Executive Director  
Social Planning and Research Council

Bernie Morelli and Don Drury  
Aldermen for Ward 3

FROM: Evie Auchinvole  
Cultural Equity Consultant  
Community Economic Development Secretariat

I am pleased to send you information about MURAL ART PROJECT '94.

The Mural Art Project '94 is a summer employment program for Hamilton youth of African Canadian heritage. The design and guiding philosophy is that of the Fresh Elements program which came into being several years ago in Toronto. The success of Fresh Elements was measured by the degree of interest and participation in the project itself by youth and the transformation of the summer employment program into a year-round program called Fresh Arts. A description of the Fresh Elements program is attached.

The success of Mural Art Project '94 depends upon the support of the local public authorities and infrastructure, the visual arts infrastructure, the private sector, the neighbourhood community where the mural will be produced and the team creating the mural. Support for the project can be shown in many ways. Personal site visits that convey interest, enthusiasm and partnership; resource allocation, i.e. space, materials, tools, and scaffolds; positive media coverage, etc. The youth on the mural team also take responsibility for the success of the project by ensuring completion of the mural within the 8 weeks of the project, positive community inreach to the neighbours of West Avenue School, and openness to any constructive advice from the mural project coordinator. Bryce Kanbara is the coordinator. He is a recognized senior visual artist with extensive background in the visual arts and youth development programs in the visual arts.

Mike Pennock has been extremely helpful in getting the team settled into space at the West Avenue School site. Julie Fitzgerald, a member of Mike's staff is liaising with the mural team for historical perspective of the Robert Land Community and Barton Street. The mural team will look to Mike for advice and assistance in developing good community relations as part of the neighbourhood inreach strategy.

The Minister of Culture, Tourism and Recreation has announced the extension of the Fresh Elements program in Ontario for another

three years. We are pleased and proud to have the program available in Hamilton this summer. It is our hope to take full advantage of youth-directed funding of cultural expression for the youth of Hamilton.

The mural team is using space on site at the West Avenue School to plan, supply and apply the mural on the exterior walls of the auditorium of the school. The main advantage to locating the homebase of the team at the school is accessibility for all concerned and interested parties. Work will take place during Social Planning and Research Council's regular hours of business, Monday to Friday.

Stewart Memorial Church is the sponsoring body for the project. Mr. Vince Morgan is the Chair of the Official Board. Norma Tull is the project administrator.

The students are registered with the Jobs Ontario Youth (J.O.Y.) program and were hired for the program through Barbados House and Caribbean Potpourri, agents acting for the J.O.Y. program. The directors there are Reynold Austin and Eleanor Rodney respectively.

Itah Sadu and I are the community development officers for the program. A list of contact names and numbers is attached.

Renee Johnston, Cultural Development Coordinator of the Hamilton and Region Arts Council has provided support and resources to get the project underway. I hope H.A.R.A.C. will continue to develop their youth outreach initiatives so that something like Fresh Arts will happen in Hamilton.

Hamilton is emerging as a vibrant and exciting cultural centre where its citizens enjoy living, working and playing. Tourists, conventioners and visitors will enjoy interacting with the local community and return to visit again. MURAL PROJECT '94 is a visible confirmation that Hamilton continues to build on its cultural strengths.

I invite you, Peter, Aldermen Don Drury and Bernie Morelli to visit the site, meet the team and develop positive lines of communication. I hope you will invite them to visit the Planning Department so that they will have insight into the background of city government. We welcome your support and that already shown by Mike Pennock for the success of the project.



	HOME	BUSINESS
Mr. Vince Morgan, Chair Official Board Stewart Memorial Church	574-2953	544-3761, Xt.3271
Mr. Reynold Austin Barbados House (Canada) Inc.		577-9191
Ms. Eleanor Rodney Caribbean Potpourri		521-6861
Ms. Norma Tull Project Administrator	905-685-7189	
Mr. Bryce Kanbara Project Coordinator	524-2030	
Ms. Renee Johnston Cultural Development Coordinator Hamilton and Region Arts Council		529-9485
Ms. Evie Auchinvole Cultural Equity Consultant Community Economic Development Secretariat	318-1207	529-9485
Ms. Itah Sadu Community Development Officer Community Economic Development Secretariat		416-325-6111



**STEWART MEMORIAL CHURCH**  
**114 John Street North**  
**Hamilton, Ontario**  
**L8R 1H5**

The congregation of this church holds a history dating as far back as 1835. At that time, the congregation swelled with the increasing flow of slaves escaping across the border from the United States.

A new church was built on Cathcart Street with a new brick structure built on the site of the original frame building. In 1879, the church was badly damaged by fire and had to be abandoned.

Shortly thereafter, the old Methodist Episcopal centre on John Street North was purchased. In 1937 the name of the church was changed from St. Paul's A.M.E. church to Stewart Memorial Church.

The late Reverend John C. Holland worked diligently throughout the City of Hamilton encouraging industries and businesses to offer employment to the many young people of Afro-Canadian heritage. The congregation, particularly the Black youth were so encouraged by Reverend Holland's efforts that a strong, energetic group developed to explore and practise their culture.

The young people of Stewart Memorial Church continue to work in this learning environment.

**YOUTH OF THE UNIVERSE**

The youth group has been a constant feature of Stewart Memorial Church since its early days in 1835. The Youth of the Universe or Y.O.U. is the latest name adopted by the youth to describe themselves within the church. There are 15 youths within the group.

The Y.O.U. have been involved in the community, visiting senior citizens' homes, performing musical venues for community groups and other church congregations. They have been involved in other cultural and arts activities including dance, drama and voice.

The group's mission statement is to maintain the cultural richness of the Afro-Canadian community and to communicate all they have learned with those interested parties throughout the City of Hamilton and surrounding areas.

The Sunday School Superintendent, Mr. Michael Highgate, also serves as Choir Director for the young people of the Y.O.U.

## **MURAL ART PROJECT '94**

### **DESCRIPTION OF PROJECT**

People of colour have been unable to fully access and participate within the visual arts infrastructure of the City of Hamilton. In all areas of the visual arts programming and at all levels of program delivery and participation, people of colour are either absent or under-represented. This reality invites the conclusion that people of colour don't produce acceptable visual art or have no interest in being visual artists by virtue of absence of visual art produced by people of colour. This makes it difficult for any person of colour who is so inclined towards visual arts to gain educated insights on their own. For youths coming out of the African-Canadian community this results in further isolation and marginalization as the avenues and opportunities for visual arts expression are non-existent or obscure for them.

The project will carve a niche for the development of African-Canadian youth and youth of colour in the field of visual arts through participation in a mural art project. This is also a contribution by the African-Canadian youth to the Barton Street Cultural Industries initiative.

The project will provide 10 youths with the environment to, not only develop their skills, but also educate them in the various aspects of concept, theme, logistics and exhibition of mural art.

The project will have a lifeskills component which will allocate time for the participants to develop time management, budgeting and purchasing skills. These are very important given the marginal nature of visual artists. Other lifeskills will also be covered within the timeframe of the project. Topics include leadership, conflict resolution and communications.

The project will include development of communications skills with the youth planning, organizing and executing a public reception with guests of honour from the Six Nations community. These skills are vital employment and entrepreneurial attributes for African-Canadian youth to acquire.

The youth will be exposed to a senior artist from the visual arts discipline who will assist them in developing the theme, work strategy and techniques of mural art application. With the senior artist coming from a community of colour, this project will endeavour to support the development of creative expression through cultural identity so that the youths who participate will not only gain useful techniques, methods and insights, but will also gain confidence and retain pride in their roots and in who they are. Visits to mural installations in and around the Hamilton-Niagara region will be arranged for the participants.

It is also hoped that through this project the participants will establish a supportive network in the visual arts community and its infrastructure which will also enhance their cultural identity through the production of a mural in a public space.

## MURAL ART PROJECT '94

### OUTLINE OF PROJECT

START DATE: JULY 10, 1994 COMPLETION DATE: SEPTEMBER 2, 1994

WEEK	ACTIVITY
1	<u>Orientation</u>  Mural Theme Work-up Site Visits - Wellands Mural Project - Woodlands Centre, Oshweken - Barton Street sites  <u>Lifeskills</u> - team building - group skills
2	<u>Technique (I)</u> - materials sourcing - materials procuring - task assignment <u>Lifeskills</u> - budgeting - management
3	<u>Technique(II)</u> - a study of wall and surfaces suitable for mural application - work on mural  <u>Lifeskills</u> - conflict resolution - responsibility
4	<u>Technique(III)</u> - work on mural  <u>Lifeskills</u> - event planning - community resource locating
5	<u>Technique(IV)</u> - work on mural  <u>Lifeskills</u> - communications - leadership
6	<u>Technique(V)</u> - work on mural  <u>Lifeskills</u> - communications - invitations

7

Technique(VI) - completion of mural  
- site clean-up

Lifeskills - event planning  
- communications follow-up

8

Evaluation  
Unveiling  
Joint Reception  
Wrap up





7.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Awarding of contract for the laser printing of realty and business tax bills and other tax related forms.

**RECOMMENDATION:**

That Moore Business Communications Services be awarded the contract for the laser printing, folding, insertion and mailing of realty and business tax bills and other tax related forms for the period commencing September 1, 1994 to December 31, 1995 at an estimated cost of \$46,000. (lowest of 2 proposals received).

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

*A. Ross*  
*for A. Ross.*

No additional cost to the City since the increase in the cost of producing these forms of approximately \$14,000. is offset by increased interest revenues earned on improved cash flow due to enhanced payment processing by the banks.

**BACKGROUND:**

On June 5, 1994, I forwarded an information report to the Committee advising that we were in the process of revising the format of the realty and business tax bills (sample attached) and other tax related forms which would enhance payment processing through the use of laser printing with MICR and OCR encoding.

**BACKGROUND:** Continued

The benefits from the redesign of these documents can be summarized as follows:

- 1) MICR encoding on these documents and the design changes, which conform to the banks standards for acceptance of payments, will reduce the time required by Banks and other Financial Institutions for the processing of payments received from City of Hamilton taxpayers. As a result, it is expected that the City will realize at least a one day improvement in it's cash flow from this source.
- 2) OCR encoding will provide for electronic capture of information relating to taxpayer's account numbers, amount of taxes due, etc. which will enhance payment processing within the Treasury Department. The eventual use of point of sale terminals and slot readers will eliminate the current batch process with key entry requirements and result in productivity improvements in this area.
- 3) Greater flexibility for future design changes and the ability to provide information inserts with the bills which is not available with our present documents.

In order to produce a billing document capable of being automatically scanned for payment processing, a host laser printer is required. This type of laser printer is not available in-house at this time and therefore must be obtained from an outside supplier. Information systems concurs with the strategy of having a third party print the bills in order to take advantage of scanning technology for processing payments. Information systems will be including the value of the tax bill printing operation when they review (in 1995) the business case for having laser printing capability for all printing operations.

We prepared and circulated a request for proposals for the printing, folding, insertion and mailing of these tax bills commencing with the September 1994 instalment to December, 31, 1995 and received a response from 2 suppliers. Staff are recommending that this contract be awarded to Moore Business Communication Services, the lower of the 2 bidders.

Our evaluation of their proposal indicated that the cost of laser printing, folding, mailing etc. of these bills and forms over the 16 month term of the contract would amount to approximately \$46,000., an increase of \$14,000 over the current cost of producing these documents. However, an estimated 21% of our payments are received through the banking system. A one day improvement in our cash flow over the year due to the enhanced payment processing at that source will generate additional revenues from interest earned due to the improvement in cash flow. The benefits noted above can therefore be obtained without additional net cost to the Corporation.

TWD  
Attach.

c.c. J. Hindson, Director of Information Systems

## REALTY TAX BILL - INSTALMENT 4

TAX ACCOUNT: 00 00000 0000

PROPERTY ASSESSMENT:

6,610

PROPERTY DESCRIPTION:

STREET ADDRESS

PLAN 000 PT LOT 0 OR

PLAN 000

AGENT NUMBER

OWNER:

JOHN SMITH  
 DEBBY SMITH  
 MAILING ADDRESS  
 HAMILTON, ON  
 A1A 1A1

R  
93

DATE	DESCRIPTION	AMOUNT
EP 01, 1994	INSTALMENT 4 ARREARS	869.00 100.50 -----
	AMOUNT DUE, SEPTEMBER 30, 1994	969.50 =====

## NOTES:

APPLICATION FORM AND INFORMATION BROCHURE FOR THE NEW MONTHLY AUTOMATIC PAYMENT PLAN WILL BE MAILED TO RESIDENTIAL PROPERTY OWNERS IN OCTOBER. THIS PLAN WILL ALLOW YOU TO PAY YOUR TAXES BY AUTOMATIC MONTHLY WITHDRAWALS FROM YOUR BANK ACCOUNT STARTING SEPTEMBER 1, 1994.

CURRENT PENALTY AND INTEREST RATE IS 1.083% PER MONTH OR APPROXIMATELY 13% PER ANNUM.

SEE REVERSE FOR PAYMENT INFORMATION AND PAYMENT OPTIONS

PLEASE DETACH HERE AND RETURN WITH PAYMENT

HAMILTON BOARD OF EDUCATION HAMILTON-WENTWORTH SEPARATE SCHOOL BOARD REGION OF HAMILTON-WENTWORTH CITY OF HAMILTON

## REALTY TAX BILL - INSTALMENT 4

Remittance Portion

CITY OF HAMILTON  
 71 Main St W  
 Hamilton, Ontario  
 L8N 3T4

DUE DATE  
 DATE OF RECORD  
 4TH INSTALMENT  
 ARREARS  
 AMOUNT DUE

SEP 30, 1994  
 SEP 1, 1994  
 869.00  
 100.50  
 969.50

TAX ACCOUNT 00 00000 0000  
 BILLING NUMBER R00000000  
 AGENT NUMBER

AMOUNT PAID

Payable at most Chartered Banks and Financial Institutions





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

8.

**DATE:** 1994 July 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** Sun Studios Tanning Centre Limited  
and By-law 93-071

**RECOMMENDATION:**

That the City Solicitor be authorized to file a Notice of Leave to Appeal to the Court of Appeal in the prosecution of Sun Studios Tanning Centre Limited concerning the Licencing of transient vendors under By-law No. 93-071.

*"P. Noé Johnson" per: P.H.*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

see below

**BACKGROUND:**

By-law No. 93-071 was passed by City Council on April 8, 1993 to regulate transient vendors. By-law No. 93-071 requires a transient vendor to purchase a licence for every location operated by the vendor.

Sun Studios Tanning Centre Limited was charged with several offences on May 31, 1993 with operating without a transient vendors licence. The accused argued at their trial that By-law No. 93-071 was not authorized by the Municipal Act. The Justice of the Peace dismissed their motion and found the accused guilty. The accused appealed to the Provincial Court and again argued the By-law was not authorized by the Municipal Act. Provincial Court Judge Vyce on July 8, 1994 gave a short judgement acquitting the accused. The Judge has not released her written reasons for the judgement at the time this report was written.

July 14, 1994  
Susan K. Reeder, Secretary  
Finance & Administration Committee  
Page 2

## **DISCUSSION:**

An appeal of Judge Vyce's decision requires the leave (permission) of the Court of Appeal. The filing of the motion for leave to appeal would preserve the City's appeal rights pending the release of Judge Vyce's reasons for judgement.

The test for the Court of Appeal granting leave is a very high test of "essential in the public interest or for the due administration of justice". Most Provincial Offences Act appeals to the Court of Appeal do not receive leave.

The Law Department recommends an appeal of this judgement as the transient vendors subject matter of By-law No. 93-071 is of some importance to City Council. Further, there were no cases on the Municipal Act section on transient vendors to aid Judge Vyce in her decision. The issue of transient vendors has been raised in many Municipalities in Ontario which could make this appeal meet the due administration of justice test.

c.c. J. J. Schatz, City Clerk

9. (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 24 May 1994

**REPORT TO:** Susan K. Reeder  
Secretary, Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Criteria and Procedure to Establish New Bingo Halls  
and Upgrade or Relocate Existing Bingo Halls

**RECOMMENDATION:**

That the Finance and Administration Committee recommend that three (3) members of City Council be appointed to review and consider all applications for the establishment of new bingo halls and the upgrading or relocating of existing bingo halls in the City of Hamilton, for recommendation to City Council, pursuant to the new Provincial Criteria and Procedures for Bingo Halls,



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Staff time will be involved in processing of any applications pursuant to the Provincial requirements.)

**BACKGROUND:**

In 1989, the Province placed a moratorium on the creation of new commercial bingo halls, pending the development of proper regulatory controls. The Province subsequently enacted the Gaming Services Act to licence and regulate the operators of bingo halls, as well as other aspects of the commercial gaming industry. On October 27, 1993, this moratorium was lifted and the approval process for the opening or relocation of bingo halls was introduced. Part of the process requires the approval of the local municipal council. This report outlines this process.

The Province has developed a specific approval process to be followed when an application is received to open a new bingo hall, relocate an existing hall, or upgrade an existing part time hall to a full time hall. Bingo halls are classified as follows:



1. Class "A" hall is a commercial hall holding four or more bingo events per week.
2. Class "B" hall is a non-profit hall holding four or more events per week.
3. Class "C" hall is a hall holding three or fewer events per week.

While a new class "C" bingo hall must have municipal approval and be registered as a Gaming Supplier, the municipality can decide if the applicant must follow the approval process imposed on Class "A" and "B" halls. Hamilton, presently, has 5 Class "A" halls only.

Currently two local churches conduct a weekly bingo event from their own premises in the City of Hamilton. They are not required to be registered as Gaming Suppliers because the Province does not consider the holding of one bingo lottery event at its own church premises to constitute a commercial bingo hall.

### **Provincial Criteria**

A copy of a bingo hall proposal must be submitted to the Province at the same time it is presented to City. The applicant has the onus of proving to the municipality and the Province that the application for a new bingo hall will be of benefit to the community, both local and regional. Before seeking the City's approval, the applicant must submit proof of Provincial Registration or qualification for Registration as a Gaming Supplier under the Gaming Services Act, as well as proof that the hall is in compliance with municipal zoning and licensing requirements. With approval in place, the applicant must make a written submission to the City, and place an advertisement for the proposed bingo hall, inviting comments. The Province will deal with regional concerns and the municipality will deal with concerns from local residents. Anyone, including existing hall operators, may submit comments on the proposal to open a new hall. The Clerks of all adjacent municipalities must also be notified of any applications. The Province automatically endorse Council's decision unless a request for review is submitted by any person in a surrounding municipality that the opening of a new bingo hall will adversely affect bingo events currently in operation in that municipality. Final approval rests with the province, and the municipality's decision is only one part of the process.

When considering any submission, the City must use the approval process which is described in the Province's Criteria and Procedures for Bingo Halls (copies are available from the Licence Division). For example, the City can require that the applicant fund an independent market study to be undertaken at the direction of and reporting to the City should the City feel the establishment of a new bingo hall may adversely affect charitable organizations' profits in another bingo hall.

Where the City receives notice of a proposal in another municipality, the City need not do anything. However, it is recommended that as a minimum, the notice be forwarded to the operators of Hamilton bingo halls and Bingo Sponsors Associations in order that they are aware and have the opportunity to make submissions if they wish.

c.c. P. Noe Johnson, Law Department

9. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 15

**REPORT TO:** Susan K. Reeder  
Secretary, Finance & Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** 1994 Municipal Law Enforcement Officers' Training  
Seminar and Annual Meeting

**RECOMMENDATION:**

- (a) That the City of Hamilton contribute a maximum of \$8,000. towards the cost of hosting the 1994 Municipal Law Enforcement Officers' Training Seminar and Annual Meeting to be held in Hamilton on September 11 - 15, 1994; and
- (b) That this expenditure be charged to the Hosting of Conferences with Municipal Subject Content Account No. CH55307-80040.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There are sufficient funds within the above noted account to cover this contribution.

**BACKGROUND:**

City Council, at its meeting held on March 12, 1991, authorized an invitation to be extended to the Municipal Law Enforcement Officers' Association to hold their Annual Conference in Hamilton in the fall of 1994. This invitation was subsequently accepted by the Association and the conference will be held on September 11 - 15, 1994. The Organizing Committee is expecting 175 delegates to this year's conference. In keeping with registration fees for past conferences, this year's registration fee is \$175.00 per person which includes meals and registration kit. Delegates are responsible for paying for their own accommodation at the Royal Connaught Howard Johnson Plaza Hotel.

The Economic Development Department has advised that a conference of this size for the 3.5-day period will generate approximately \$313,600. in economic spinoff for the City.

The City of Stoney Creek, Township of Glanbrook and Town of Flamborough have assisted in organizing the conference and each municipality has contributed \$500.00 to offset expenses.

The projected expenses for this year's conference are approximately \$40,000. Registration fees will amount to \$30,625. and contributions from three Area Municipalities amount to \$1,500. We are requesting \$8,000. from the City of Hamilton to cover the Conference banquet and course materials.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

10. (a)

**DATE:** 1994 June 27

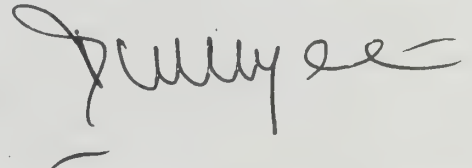
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Underground Parking Garage Beneath  
Commonwealth Square

**RECOMMENDATION:**

That the Lease Agreement between the City and the Parking Authority with respect to the office and workshop space it occupies at the underground parking garage beneath Commonwealth Square, be cancelled effective 1993 January 1, since the Parking Authority by Council Resolution is now totally responsible for the entire operation of the garage including repairs and maintenance, and the Parking Authority basically acts as an owner.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

That funds advanced in 1993 to the Civic Properties Rented Account CH 44104 31106 be adjusted and the appropriate amount (\$7,377.32) be credited to City General Receivable Account CH 15507 00001.

**BACKGROUND:**

In 1976, the city completed the underground parking garage located beneath Commonwealth Square and adjacent to Hamilton Place and the Hamilton Convention Centre. Administrative offices (1,757 square feet) and a workshop (1,346 square feet) for the Parking Authority have been paying rent to the City for the use of this space. Currently, the rent is \$22,132 per annum.

Until the past few years, the Parking Authority was operating the underground garage for the City on a management fee basis with the Parking Authority being paid 7½% of the gross revenue by the City. It was therefore appropriate that the Parking Authority pay rent to the



City. Currently however, the Parking Authority is not operating the garage on a management fee basis. The responsibility for the total operation of the garage (profit or loss) which includes responsibility for repairs and maintenance, has been transferred from a City responsibility to the Parking Authority by Council resolution. Accordingly, when the garage required substantial repairs a few years ago, in excess of \$500,000, it was the Parking Authority who funded the repairs acting as if it were the owner of the building.

Since the Parking Authority is totally responsible for the entire operation of the underground parking garage, the position of the Parking Authority is that it should not be required to pay rent to the City any longer as it did when it was simply a manager of the site.

We concur with the views of the Parking Authority that in this case it should not be responsible for the payment of rent.

Accordingly, it will be necessary to obtain a resolution of Council cancelling the lease agreement between the City and the Authority, effective 1993 January 1.

The City Treasurer will reflect this action in his accounting records.

DWV/dcr

c.c. P. G. Baker, General Manager, Parking Authority

Allan C. Ross, Treasurer

Allan C. Ross, Treasurer

Attention: S. Chandrashekar

M. Watson, Manager, Real Estate Division

Allan C. Ross, Treasurer

Attention: L. Friday

R. Swan, Manager, Building Operations & Maintenance Division

J. Cerio, Manager of Property Administration, Property Department

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

10(b)

**DATE:** 1994 July 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Offer to Purchase City Owned Lands  
1306 Upper Wellington Street  
Primecan Holdings Inc.

**RECOMMENDATION:**

1. That an Offer to Purchase, duly executed by Primecan Holdings Inc. (A. Weisz, President), on 1994 June 29, and scheduled to close on or before 1994 September 23, for the sale of part of Lot 13, Concession 7, in the former Township of Barton, now in the City of Hamilton, more specifically designated as Parts 1, 2, 3, 4 and 5 on Plan 62R-12639, containing an area of 782.1 square metres (8,418.7 square feet) more or less, being part of municipal address 1306 Upper Wellington Street, Hamilton, be approved and completed, and the funds derived from this sale of \$35,000. be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,
2. That the required deposit cheque is the amount of \$3,500. be held by the City Treasurer pending Council approval; and,
3. That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

*M. C. W. White*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The amount of \$35,000. be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases).

**BACKGROUND:**

The City lands at 1306 Upper Wellington Street are part of what was once a 6.85 acre sanitary landfill site. While the majority of these lands are presently designated for park and recreational purposes on the approved Jerome Neighbourhood Plan, the subject lands have remained outside this designation and are deemed surplus to the requirements of the City.

The City lands are to be incorporated into the remnant parcel of land owned by Primecan Holdings Inc. to the south of the subject property which will allow for the development of four (4) residential building lots.

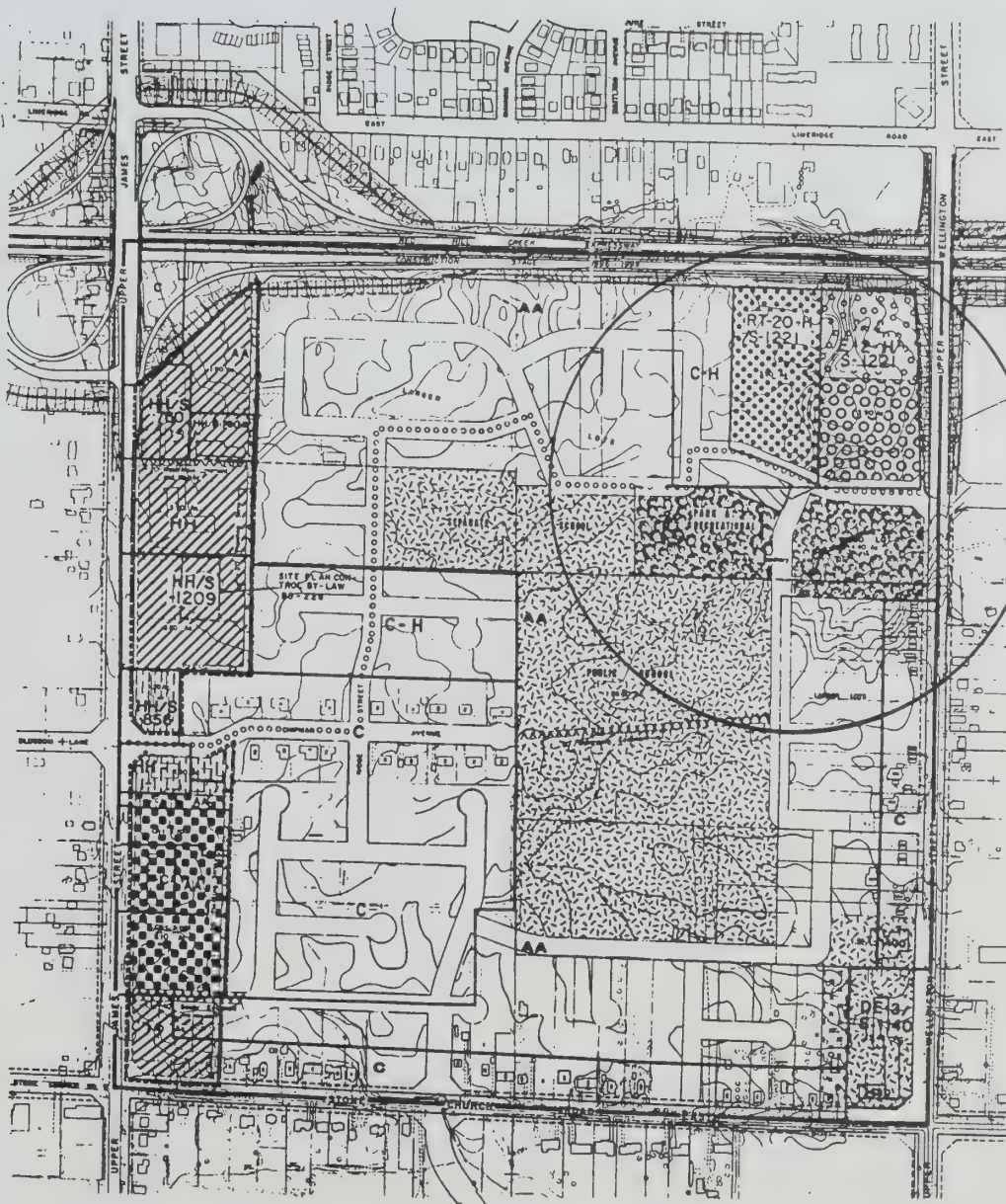
KN/nw

c.c. P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

C. Bandurka, Property Clerk, Surveys, Roads Department





Subject to  
Urban Design  
Guidelines

NOTE: This is a GUIDE PLAN only and is subject to change.  
For details contact the local planning division of the Regional  
Municipality of Hamilton-Wentworth.

#### LEGEND:

- SEPARATE SCHOOL LANDS
- PUBLIC SCHOOL LANDS
- FORMER SANITARY LANDFILL SITE
- ○ ○ POSSIBLE BIKEWAY ROUTE
- AREA SUBJECT TO URBAN DESIGN GUIDELINES

\* No access permitted to Chipman Avenue  
and to be development in conjunction with the  
frontage on Upper James Street

EXISTING POPULATION (1980) 198

#### LAND USE

##### RESIDENTIAL

- single & double
- ▤ attached housing
- ▥ low density apartments
- ▦ medium density apartments
- ▧ high density apartments
- ▨ commercial & apartments

- ▩ COMMERCIAL (GENERAL)
- NEIGHBOURHOOD COMMERCIAL
- ▬ CIVIC & INSTITUTIONAL
- ▭ PARK & RECREATIONAL
- ▮ OPEN SPACE
- ▯ UTILITIES
- ▰ INSTITUTIONAL & RECREATIONAL

- Neighbourhood Boundary
- Zoning Boundary

Approved  
Planning Committee JUNE 14, 1988 Council JUNE 27, 1988  
Latest Revision Date OCTOBER 1, 1988

CITY OF HAMILTON  
PLANNING DEPARTMENT

JEROME

APPROVED PLAN







URBAN/MUNICIPAL  
CA4 ON HBL A05  
C51F31  
1994



Urban/Municipal Librarian  
Hamilton Public Library  
2nd Floor


**NOTICE OF MEETING**  
**FINANCE AND ADMINISTRATION COMMITTEE**

Thursday, 1994 August 25th  
9:30 o'clock a.m.  
Room 233, City Hall

URBAN MUNICIPAL

AUG 24 1994

GOVERNMENT DOCUMENTS

  
Susan K. Reeder  
Secretary

**AGENDA**

**DELEGATION**

- A.** Mr. Ian Barnes, North American Sports Communications - Commemorative Book - 125th Anniversary of Football in Hamilton.
1. **CONSENT AGENDA**
  2. **CHIEF ADMINISTRATIVE OFFICER**
    - (a) Consultant - User Fee Study
    - (b) Watering Costs for Flower Baskets in B.I.A.'s
  3. **COMMISSIONER OF HUMAN RESOURCES**

Terms of Employment - School Crossing Guards

AUG. 25/94



4. DIRECTOR OF PROPERTY AND DIRECTOR OF REGIONAL PLANNING DIVISION

Sale of City lands - 1306 Upper Wellington Street

- (a) Information Report - Director of Property and Director of Regional Planning Division.
- (b) Recommendation - Director of Property - Offer to Purchase City owned lands, 1306 Upper Wellington Street - Primecan Holdings Inc. (tabled at last meeting pending above Information Report)

5. DIRECTOR OF PROPERTY

- (a) Sale of Property at 290 and 296 Victoria Avenue North to International Managed Health Care Inc.
- (b) Information Report - Costs - Walkway between Fonhill Road and Upper Paradise Road.
- (c) Property Department - 1994 Reduction packages

6. FIRE CHIEF

Repairs to One (1) Triple Combination Pumper

7. TREASURER

Funding - Purchase of St. Mark's Church site, 120 (130) Bay Street South

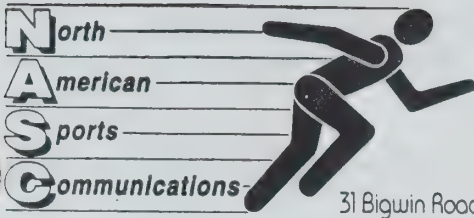
8. PRIVATE AND CONFIDENTIAL AGENDA

9. OTHER BUSINESS

10. ADJOURNMENT







31 Bigwin Road, Unit #6, Hamilton, Ontario - Canada L8W 3A3

Telephone: (905) 318-7799 • Fax: (905) 318-7144

AUG 10 1994

City of Hamilton  
Finance & Administration Committee

August 10th, 1994

ATTENTION: Chairman Don Ross and Committee Members  
RE: 125th Anniversary of Football in Hamilton Commemorative Book

A.

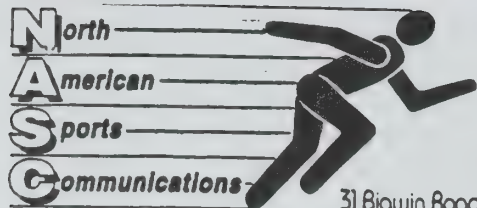
Our company is publishing a hard cover "coffee table" book commemorating 125 years of professional football in the city of Hamilton. The book will be a limited edition run of 5,000 copies honouring the Glory Years of the City of Hamilton's football heritage. It is hoped that this project will be of significant promotional benefit to the CFL, the Hamilton Tiger-Cats, the City of Hamilton and the Region of Hamilton Wentworth. NASC has the complete support and co-operation of both the Hamilton Tiger-Cats and the CFL in this undertaking. We are also reaching out to the corporate community and various levels of government to join in our celebration of the past 125 years.

We think you will agree, that the timing of this soon to be published book honouring our City's 125th anniversary, is perfect, with Hamilton's successful Grey Cup bid creating all kinds of excitement for the City and the Region. We hope you will agree that presenting dignitaries visiting our city with a keepsake which truly represents the City of Hamilton's heritage, would be a fine gesture. NASC is counting on the support of both the City and the Region to assist in this undertaking. We hope and trust that you can see the benefits to the city of being involved front and centre with this undertaking. I will look forward to our further discussions on this matter.

Sincerely yours

Ian Barnes

*Please  
on agenda  
as a delegation*



31 Bigwin Road, Unit #6, Hamilton, Ontario - Canada L8W 3A3

For F+A  
✓ agenda  
— from mayor

## Corporate Sponsors Fact Sheet

Telephone: (905) 318-7799 • Fax: (905) 318-7144

### PRESENTS

#### **Hamilton Football's 125th Anniversary Celebration - Commemorative Book**

NASC under exclusive agreement with the Hamilton Tiger-Cat Football Club and with the co-operation of the City of Hamilton and the Region of Hamilton Wentworth, will be publishing a book commemorating 125 years of football in the City.

This hard cover glossy "coffee-table" book will trace a pictorial history of football in the city from its origins, through each of the significant eras of the past. It will be designed with a rich quality image which mirrors the rich heritage of football history in the city of Hamilton. The combination of black and white and full colour photos will be compiled with the co-operation and assistance of the CFL, the Hall of Fame, Hamilton Tiger-Cat archives, the City of Hamilton, the media and the private treasures of fans such as ourselves.

This undertaking is only possible with the support of corporate sponsors such as yourself. It is hoped that your business will see the benefit in choosing one of the available advertising packages which best suits your promotional requirements. This special book of memories will be cherished for years to come. It is likewise hoped the corporate supporters of this project will see promotional benefits for many years from their association with the publication of this collectors item.

### **PROMOTIONAL PACKAGES AVAILABLE**

**GOLD**-The corporate name shall appear at the bottom of a page in the 125th Anniversary book as the sponsor of that page. In addition, the sponsor shall receive 250 copies of the finished book personalized with their corporate logo imprinted on the front cover of the book. Cost of this package is \$5,000 + GST.

**SILVER**-The corporate name shall appear at the bottom of a page in the 125th Anniversary book as the sponsor of that page. In addition, the sponsor shall receive 125 copies of the finished book personalized with their corporate logo imprinted on the front cover of the book. Cost of this package is \$2,500 + GST.

**BRONZE**-The corporate name shall appear at the bottom of a page in the 125th Anniversary book as the sponsor of that page. The sponsor shall receive 10 copies of the finished book. Cost of this package is \$1,000 + GST.

2(a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 19

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P. Eng.  
Chief Administrative Officer

**SUBJECT:** Consultant - User Fee Study

**RECOMMENDATION:**

- a) That David M. Griffith & Associates be awarded the contract for the development of a User Fee Study to commence on September 6, 1994 and to be completed January 2, 1995, based on a proposal submitted by them, at a firm quotation in the total amount of \$69,550; and
- b) That the amount be financed from account CH55406-24101 Fees-Consultants, as provided for in the 1994 Current Budget.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The consultant fees in the amount of \$69,550 has been provided for in the 1994 Current Budget as approved by City Council on March 29, 1994.

**BACKGROUND:**

**Introduction**

Section 1. d) of the ELEVENTH Report of the Committee of the Whole adopted by City Council 1993 November 30 authorized the C.A.O. to prepare a Request For Proposal For A Consultant To Review User Fee Policies and Practices of the City.



## **BACKGROUND:**

### Discussion

Cutbacks in Provincial grants through the Province's Expenditure Control Plan and Social Contract and the downloading of Provincial services, such as the Employer Health tax and Pay Equity, have led local governments to find additional revenues. The use of user fees focuses on the degree of cost recovery of specific programs by the end users. As a result, user fees avoid subsidization through tax increases where the service is not being provided to the general public, but for the specific benefit of the person charged.

To this end, the City of Hamilton needs to define a comprehensive user fee policy by determining all costs associated with services provided and establishing a uniform City wide policy of user fees. During the budget deliberations both at the time of the approval of the consolidated user fees on November 30, 1993, and during the final budget deliberations on March 29, 1994, Management Team brought to light the need to review user fee policies and practices on a corporate-wide basis to ensure that the City is not only optimizing its revenue potential but to ascertain those costs associated with providing the services involved, and establishing a central policy of user fees based on the costs established. As well, such a policy would provide a basis to identify new funding sources where fees could be assessed, and to set fees closer to their actual costs after Committee/Council/staff consideration of the feasibility, existing legislation, effects on social groups, and any impact on service demand of establishing such fees. This resulted in Council's approval to call for proposals for this study.

The proposal call was made and in response six bids were received as follows:

<b>Company Name</b>	<b>Total Costs</b>
C.N. Watson & Associates	\$ 52,323.
David M. Griffith & Associates	\$ 69,550. A \$ 80,250. B
Price Waterhouse	\$ 95,719.
Deloitte & Touche	\$ 99,510.
KPMG Management Consulting	\$123,050.
Ernst & Young	\$134,820.

## **BACKGROUND:**

### **Interview and Selection**

On August 11, 1994, Patrice Noé Johnson, Interim Director of Culture & Recreation, Allan Ross, City Treasurer, Chris Firth-Eagland, Acting Director of Public Works, and Colin Kerr, Revenue Officer, interviewed four of the six consultants who bid, in accordance with the selection guidelines outlined in our Request For Proposal. Those interviewed were C.N. Watson & Associates, David M. Griffith & Associates, Deloitte & Touche, and Price Waterhouse.

The selection criteria used in recommending a consultant for this project include:

1. Firm's reputation for service and reliability.
2. Experience with similar User Fee Studies preferably in a public service setting.
3. Reference verification and actual results.
4. Key personnel for the project and their experience.
5. Use of specific computer software.
6. Total costs, consulting days on the job, average per diem rate.

David M. Griffith is the second lowest bidder in terms of total cost at \$69,550, but has the highest number of consulting days. They have performed user fee studies for over two hundred cities/counties.

C.N. Watson & Associates was the lowest bidder but had the least number of consulting days. Although they have performed many development charge studies across Ontario, they have never conducted a city-wide study of user fees. Their proposal also relied on City staff to a greater extent and assumed that most cost information was readily available.

After interviews were completed, David M. Griffith & Associates were unanimously recommended. We have contacted five cities/counties that have used David M. Griffith to conduct user fee studies of all municipal services and all municipalities surveyed provided excellent references. One of the more recent studies was performed for the City of Peterborough where City Council approved over \$640,000 through increased user fees on a user fee base of approximately \$8.5 million. Staff indicated that all fees were analyzed and recommendations made, some of which senior staff/Council did not approve, and that the

## **BACKGROUND:**

study required little city staff involvement. The study also had full senior staff/City Council support. Increases in user fee revenues as a result of Griffith studies in other municipalities have ranged from as low as \$18,342 to as high as \$4.5 million, all of which depends on the size of the municipality in terms of user fee revenue base as well as how proactive the municipality has been over the years in their rate increase policies.

David M. Griffith will be using a computer-based cost analysis and have developed copyrighted cost allocation software for local governments. Their software reduces the tedious effort of preparing detailed costing information which increases engagement efficiency by reducing professional time on manual calculations, as well as reduced time requirements of City staff, especially at a time when the 1995 Current and Capital Budget processes are underway and year-end activities are commencing.

It should be noted that David M. Griffith also provided a second proposal at a cost of \$80,250 which provided for a comprehensive costing of central services, although for purposes of the City's RFP it was stated that their Option A would be sufficient to meet the City's needs.

Recommendations made by David M. Griffith will be provided to senior management in a draft report prior to report finalization, and based upon these discussions, the draft report will be modified as required and submitted in final form. The final report will be completed in January 1995 for Committee/Council approval and the new fee structure would then be in place prior to the 1995 Current Budget approval.

For a study of this nature to work effectively to the City's benefit requires a very strong commitment of the staff involved, and of Management Team to ensure that project results are consistent with City objectives.

CK/ck

.cc Allan Ross, Treasurer



2. (b.)

**CITY OF HAMILTON**

**- RECOMMENDATION -**

**DATE:** 1994 August 22

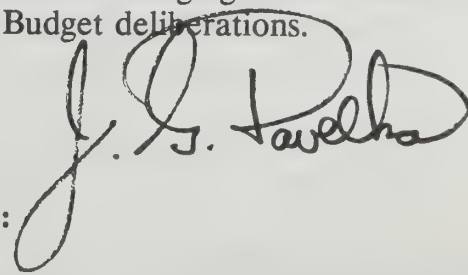
**REPORT TO:** S.K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P.Eng  
Chief Administrative Officer

**SUBJECT:** Financing of the Hanging Flower Baskets  
- Westdale Village BIA in 1994

**RECOMMENDATION:**

- a) That the City of Hamilton not reimburse the Westdale Village BIA an amount of \$2,252. (now \$1,500.) for the maintenance and watering of 44 hanging baskets because there has been no provision for this in the 1994 Budget; and,
- b) That the Westdale Village BIA budget for this amount from either its operating budget or from the \$34,000. C.I.P. (Commercial Improvement Program) received from the City of Hamilton for 1994; and,
- c) That staff evolve a program for the supply and maintenance including watering for all hanging flower baskets for all the BIA's throughout the City of Hamilton for 1995; and,
- d) That this program for the supply and maintenance of hanging flower baskets for all BIA's be submitted during the 1995 Current Budget deliberations.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

If approved there would be a payment of \$1,500 to the Westdale Village BIA for 1994 from the City's current budget.

Currently, it is unknown how this would be funded from the 1994 current budget and any subsequent years, if the program was continued.



Furthermore, if approved other BIA's within the City of Hamilton would probably like the same consideration, and if approved, this could lead to an annualized budget of between \$74,500 and \$93,100 depending on whether the watering is contracted out or not as outlined on the attached table, entitled "Supply and Maintenance of Hanging Flower Baskets - 1994".

### **BACKGROUND:**

On June 09, 1994, through the attached correspondence, the Westdale Village BIA through Mr. Dan Eisner formally requested the City of Hamilton to fund the maintenance and watering of the 44 hanging baskets in their Business Improvement Area.

On July 25, 1994, through the attached correspondence, the Business Association Council wrote a letter to City Council supporting this matter on the basis that hanging flower baskets enhances the beauty the BIA and the City.

On July 26, 1995, through the attached correspondence, a second letter by the Business Association Council after a review of their membership confirmed that the Council does not fully support the application by the Westdale Village BIA. However they are recommending that the Business Association Council evolve a program with the City for all BIA's throughout the City for 1995 and subsequent years.

During its meeting on July 21, 1994 the Finance and Administration Committee reviewed the method of financing at the request of the Planning and Development Committee to finance the \$1,500 for maintaining the 44 hanging flower baskets.

The Finance and Administration Committee specifically requested that the Chief Administrative Officer report back to the next meeting scheduled for August 25, 1994 and to respond to these questions:

- a) Is the payment of \$1,500 in conflict with City Council's recollection
- b) What is the total cost for maintenance/watering of hanging flower baskets for all the BIA's throughout the City of Hamilton
- c) If approved, what services will be adjusted to accommodate provision for the funding of \$1,500.

### **Responses to Questions**

- a) Approval of the \$1,500 would conflict with City Council's decision of 1992 to not retain the package for the supply and maintenance of hanging flower baskets for all of the BIAs.

During the budget deliberations of March 27, 1992 City Council decided to not approve the funding for the supply and maintenance of hanging flower baskets. Since that time no appropriations for this activity have been included in the budgets.

- b) Based on providing and maintaining 419 hanging flower baskets throughout 5 BIAs the annual operating costs will be approximately \$74,500.
- c) If City Council wanted to approve the \$1,500 the optimum way to finance this amount would be through a "potential" surplus of the Street Division's operating budget. Failing a surplus in the Streets Division's operating budget and a surplus from the overall Public Works Department's budget the \$1,500 would be funded from any potential surplus in the overall corporate budget.

No provision was made in either the Capital or Current Budgets for the supplying and maintenance of hanging baskets. Accordingly, staff are recommending that there not be any reimbursement to the Westdale Village BIA in 1994.

Furthermore the City of Hamilton had made provision for \$435,600. in the C.I.P. (Commercial Improvement Program) to go to the Westdale Village BIA for capital improvements within this BIA.

Traditionally, these Commercial Improvement Program funds have not been available for annual operating costs. However, in this one case knowing that the issue of hanging flower baskets will be addressed next year, it is being recommended that the Westdale Business Improvement Area be allowed to use funds from this program if necessary.

However, anticipating the popularity of having hanging flower baskets throughout all the BIA's and to ensure consistent commitment to the BIA's throughout the City of Hamilton, it is recommended that staff evolve a partnership program with the BIAs for the most economical method of providing hanging flower baskets.

JGP:dd

Attach.

- c.c. C. Firth-Eagland, Acting Director of Public Works
- B. Chrystian, Manager of Parks
- J. Pook, Arborist & Horticulturist
- H. Milsome, Co-ordinator of Community Renewal
- A. Ross, City Treasurer

June 9, 94

Westdale Village B.I.A.  
985 King St.W. B105  
Hamilton Ont.  
L8S 1K9  
(905) 523-7551

To:  
Ms. Hazell Millsome

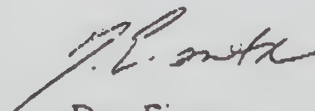
Dear Ms. Millsome;

Re: Hanging Baskets

We would like to confirm the gracious offer by the Mayor to take full care of the 44 Hanging Baskets in Westdale village area, including watering, and other necessary plant care.

He specified that we would be retroactively reimbursed pending approval at the next meeting, for all expenses incurred and that the city would like to care for the plants. We are pleased to accept this generous offer. Please take the necessary actions to bring the Mayor's wishes into reality.

We at the Westdale Village B.I.A. look forward to working together with your office in the future.



Dan Eisner  
Liaison

D.U.  
D.E  
C.C  
Mayor Robert Morrow  
Alderman Terry Cooke  
Alderman Mary Kiss  
H. Millsome



# Business Association Council

c/o Box 91045 Effort Square P.O., Hamilton, Ontario L8N 4G3 Tel./Facs. (905) 523-1646

25 July 1994

City Council  
Council Chambers  
City Hall  
71 Main St. W.  
Hamilton, Ontario L8N 3T4

Attention: Mr. Joe Schatz, City Clerk

To Council Members:

The Westdale Village B.I.A. has applied to the City of Hamilton for funding the purchase/maintenance of its hanging flower baskets. The amount of funding requested for 1994 is \$2,252.00.

Please note that the Business Association Council fully supports this application.

Hanging flower baskets enhance the beauty of Business Improvement Areas throughout the City. It is the hope of our members that, in 1995, Council will approve funding for the purchase and maintenance of hanging flower baskets in all B.I.A.s.

Again, please note our support for Westdale's application.

Thank you for your kind attention to and generosity in this matter.

Yours truly,



for the Business Association Council  
Graeme McTaggart, Downtown Hamilton B.I.A.

cc. Alderman William McCulloch, Hazel Milsome (City of Hamilton), International Village B.I.A., Concession St. B.I.A., Main West Esplanade, Ottawa St. B.I.A., Barton St. B.I.A., Westdale Village B.I.A.



# Business Association Council

c/o Box 91045 Effort Square P.O., Hamilton, Ontario L8N 4G3 Tel./Facs. (905) 523-1646

26 July 1994

City Council  
Council Chambers  
City Hall  
71 Main St. W.  
Hamilton, Ontario L8N 3T4

Attention: Mr. Joe Schatz, City Clerk

To Council Members:

In my letter of 25 July 1994, I stated that the Business Association Council fully supports the application of the Westdale Village B.I.A. to the City of Hamilton for funding the purchase/maintenance of its hanging flower baskets in the amount of \$2,252.00.

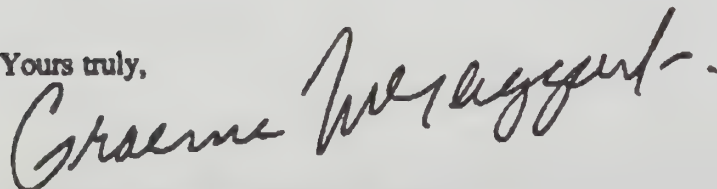
Subsequent to the letter's publication, objections to this position have been raised by the Council's membership in sufficient number and degree to warrant the letter's amendment.

At this time, the Business Association Council does not fully support the above noted application by the Westdale Village B.I.A.

Given the success of the hanging-flower basket program in the Downtown core (and understanding the special circumstances surrounding its approval), we remain hopeful that 1995 will see City Council approve such a program for commercial districts throughout the City of Hamilton.

Thank you for your patience in this matter.

Yours truly,



for the Business Association Council  
Graeme McTaggart, Downtown Hamilton B.I.A.

cc. Alderman William McCulloch, J. Pavelka, C. Firth-Eagland, H. Milsome, Members of the BAC

# SUPPLY & MAINTENANCE OF HANGING FLOWER BASKETS

- 1994 -

<u>BIA</u>	<u>INITIAL COST</u>	<u>ANNUAL COST - EXCLUDING WATERING</u>	<u>OPTION A - WATERING BY CITY FORCES</u>	<u>OPTION B - REIMBURSEMENT TO BIA FOR WATERING</u>	<u>TOTAL</u>
Barton General	(Based on 35 Baskets) \$13,475.	\$ 5,788.	\$ 3,420.	\$ 2,252.	Option A - \$22,683. Option B - \$21,515.
Concession Street	(Based on 136 Baskets) N/A - Poles Exist	\$15,572.	\$12,920.	\$ 6,754.	Option A - \$28,492. Option B - \$22,326.
Main West Esplanade	N/A	N/A	N/A	N/A	N/A
Ottawa Street	N/A	N/A	N/A	N/A	N/A
Westdale Village	(Based on 44 Baskets) N/A - Poles Exist	\$ 5,038.	\$ 4,180.	\$ 2,252.	Option A - \$ 9,218. Option B - \$ 7,290.
Downtown Hamilton & International Village	(Based on 204 Baskets) N/A - utilizing street light poles	\$13,362	\$19,380.	\$10,048.	Option A - \$32,742. Option B - \$23,410.
<b>GRAND TOTAL</b>	<b>\$13,475.</b>	<b>\$39,760.</b>	<b>\$39,900.</b>	<b>\$21,306</b>	<b>Option A - \$93,135. Option B - \$74,541.</b>
<b>TOTAL NO. OF HANGING FLOWER BASKETS</b>	<b>419</b>				



**CITY OF HAMILTON**

**-RECOMMENDATION-**

3.

**DATE:** 1994 August 18

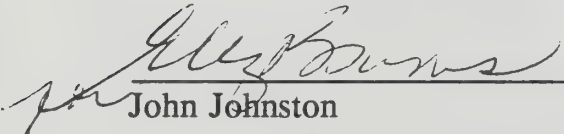
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** John Johnston  
Commissioner of Human Resources

**SUBJECT:** Terms of Employment - School Crossing Guards (C-023-094)

**RECOMMENDATION:**

That the Terms of Employment for School Crossing Guards and Spare School Crossing Guards, attached as Appendix A, be approved.

  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Changes incorporated within this document will not affect the current Traffic Department budget.

**BACKGROUND:**

The Terms of Employment currently being used for all School Crossing Guards was approved by City Council on 1992 February 25 and provides reference information on terms and conditions of employment as they existed within the City of Hamilton at that time. Information in the current Terms of Employment includes; wage rates, allowances, sick



benefits, vacation entitlements, etc. The current Terms of Employment were intended for the years 1992 and 1993.

The document attached as Appendix A is similar to the previous Terms of Employment. Appendix A has been revised to clarify the Terms of Employment and has been updated to more accurately reflect the current terms and conditions of employment as they exist within the City of Hamilton.

Further, the attached Appendix A is without a defined term, which will allow the Terms of Employment to be revised on an individual article basis by City Council instead of having to re-issue the entire Terms of Employment document each time revision is required only to individual parts.

THE CORPORATION OF THE CITY OF HAMILTON

TERMS OF EMPLOYMENT FOR  
SCHOOL CROSSING GUARDS AND SPARE SCHOOL CROSSING GUARDS  
AS PASSED BY CITY COUNCIL ON 1994

1.0 WAGE RATE AND WORK HOURS

- 1.10 School Crossing Guards at "full" points and Spare School Crossing Guards shall be paid on a DAILY RATE based on a regular working day of 2.75 hours, as set out below:

1994 PROBATIONARY  
DAILY RATE: \$26.000

1994 DAILY RATE: \$26.700

- 1.11 School Crossing Guards at "short" points shall be paid on a DAILY RATE based on a regular working day of 1.65 hours (60% of a "full" point working day), as set out below:

1994 PROBATIONARY  
DAILY RATE: \$15.600

1994 DAILY RATE: \$16.020

- 1.12 The probationary period and rates shall apply for six (6) months, excluding July and August, commencing from the employee's start date.

- 1.20 An employee who, at the request of his/her Supervisor trains another employee, shall receive an additional \$5.00 per day for those days spent training, which shall be in addition to his/her appropriate Daily Rate.

- 1.30 School Crossing Guards and Spare School Crossing Guards are not normally scheduled to work during July and August except those assigned to work during the "SUMMER CROSSING PROGRAM". See Section 13.0 of these Terms of Employment.

- 1.40 An employee who is assigned to work more than 2.75 hours per day at a "full" point shall be paid for each day on which additional time is worked as follows:

$$\text{Daily Pay} = \frac{\text{Employee's appropriate Daily Rate} \times \text{Hours/Day}}{2.75}$$

For the purposes of this calculation, hour per day shall equal the total time worked during the four school crossing periods plus the duration of the break between the lunch time school dismissal period and the lunch time school entry period if this duration is 15 minutes or less, expressed in decimal parts of hours.

- 1.41 An employee who is assigned to a "short" point and who is assigned to work more than 1.65 hours per day during the two (2) school crossing periods shall be paid for each day on which additional time is worked as follows:

$$\text{Daily Pay} = \frac{\text{Employee's appropriate Daily Rate} \times \text{Hours/Day}}{1.65}$$

For the purpose of this calculation, hours per day shall equal the total time worked during the two (2) school crossing periods, expressed in decimal parts of hours.

- 1.50 An employee who is assigned to a "short point and who works an additional crossing period at the "short" point or a lunch time crossing period at another point, shall receive the appropriate "full" point Daily Rate for the days on which this occurs.
- 1.60 All Spare School Crossing Guards and School Crossing Guards who work on School Board designated Professional Development Days shall be paid for each Professional Development Day at their appropriate Daily Rate.
- 1.70 Spare School Crossing Guards shall receive pay for days on which they are available to work but do not work. However, notwithstanding the above, Spare School Crossing Guards shall not receive pay for days which they are unavailable for work, unless they are off on illness/injury and are drawing from their sick bank.
- 1.80 The March School Break shall be paid at the employee's appropriate Daily Rate of pay. The exceptions to the foregoing is as follows in Section 1.81

1.81 An employee shall not be paid for the March School Break,

- a) if he/she has been absent without good cause, as determined by the Employer, on the scheduled working day immediately preceding and/or following the March School Break; or,
- b) if he/she has not been employed by the Employer for at least thirty (30) continuous days; or
- c) if he/she does not earn wages on twelve (12) days of the four (4) weeks preceding the March School Break.

1.90 All School Crossing Guards and Spare School Crossing Guards who attend the annual training session prior to the school year shall be paid for two (2) hours based on the calculations in Sections 1.40 and 1.41.

## 2.0 STATUTORY HOLIDAYS

2.10 Statutory holidays shall be paid at the employee's appropriate Daily Rate in accordance with the Employment Standards Act (Ontario), as follows:

Good Friday  
Easter Monday  
Victoria Day  
Canada Day

Thanksgiving Day  
Christmas Day  
Boxing Day  
New Year's Day

2.11 An employee shall not be paid for any Statutory Holiday,

- a) if he/she has been absent without good cause as determined by the Employer, on the scheduled working day immediately preceding and/or following such holiday; or
- b) if he/she has not been employed by the Employer for at least thirty (30) continuous days; or
- c) if he/she does not earn wages on twelve (12) days of the four (4) weeks preceding the holiday.



### 3.0 VACATION

- 3.10 Vacation time shall not be provided. Payment for vacation shall be made at the rate of percent (as outlined below) of earnings in the preceding calendar year excluding vacation pay, to employees who have years of service (as outlined below) completed during the current vacation year.

<u>Vacation Qualification</u>	<u>Percent of Vacation Pay</u>
less than 1 year	4.0 %
1 year	5.1 %
4 years	7.7 %
9 years	10.3%

- 3.20 Vacation entitlement shall be paid out on the first pay of the year following the vacation year.

### 4.0 SICK LEAVE

- 4.10 Permanent employees shall accumulate 1.5 days sick leave credits per month up to a maximum of fifteen (15) days sick leave credit per year with the following exceptions;

Employees absent due to illness/injury exceeding a total of eight (8) working days in the month shall receive no credit for that month.

Employees working during the months of July and August shall receive no credits for those months.

- 4.20 A permanent employee who has six months or more employment is eligible to draw from his/her sick bank up to the number of days accumulated.

- 4.30 School Crossing Guards at "full" points and Spare School Crossing Guards are entitled to take up to four (4) school crossing periods off for MEDICAL appointments without loss of pay, in each calendar year.

- 4.31 School Crossing Guards at "short" points are entitled to take up to two (2) school crossing periods off for MEDICAL appointments without loss of pay, in each calendar year.

- 4.40 Any absence of less than one full day will be recorded to the nearest quarter day.
- 4.41 Any absence of one full day will be recorded as a full day absence.
- 4.42 Deductions from an employee's sick bank will be adjusted to the nearest half day.
- 4.50 Policies and Procedures relating to attendance and claiming of disability benefits as approved by City Council and amended from time to time shall be applicable to all School Crossing Guards. The documentation is included in the Employee Handbook dated April 1992.

## 5.0 SICK LEAVE GRATUITY

- 5.10 An employee who ceases employment as a School Crossing Guard or a Spare School Crossing Guard and who was employed:
- i) for not less than seven (7) years and not more than twelve (12) years is entitled to a gratuity equal to one half the number of unused days of sick leave standing to his/her credit at his/her appropriate Daily Rate of pay for the year in which employment ceases, provided that in no case shall the amount of the gratuity be more than an amount equal to his/her salary or other remuneration for the immediately preceding sixty-five (65) days excluding the months of July and August;
  - ii) for not less than twelve (12) years is entitled to a gratuity equal to one half the number of unused days of sick leave standing to his/her credit at his/her appropriate Daily Rate of pay for the year in which employment ceases, provided that in no case shall the amount of gratuity be more than an amount equal to his/her salary or other remuneration for the immediately preceding one hundred and thirty (130) days excluding the months of July and August.
- 5.20 An employee whose working day was changed between a "full" point and a "short" point shall have his/her sick leave gratuity calculated partially at the "full" point rate and partially at the "short" point rate, based on the proportion of years the employee was employed at each rate.

5.30 When an employee ceases to be employed as a School Crossing Guard or as a Spare School Crossing Guard but continues to be employed by the Employer in an uninterrupted fashion,

- i) the number of unused days of sick leave standing to his/her credit earned under this Terms of Employment is not transferable;
- ii) the employee may apply for sick leave gratuity under this Terms of Employment.

5.40 In the event that an employee dies while in the employ of the Employer, his/her estate is entitled to receive payment of the gratuity in accordance with the provisions of the current Terms of Employment.

## 6.0 LEAVE OF ABSENCE

6.10 All School Crossing Guards and Spare School Crossing Guards requesting a leave of absence must comply with the City of Hamilton Policies and Procedures respecting unpaid leaves of absence. Approval of all leaves of absence will be at the discretion of the Employer and will be based on the operational needs of the Employer.

6.20 Employees shall be allowed up to three (3) consecutive calendar days leave of absence without loss of pay in the event of death in the immediate family. Members of the immediate family shall be defined as; a spouse, common-law-spouse, child, parent, foster or adopted parent, grandparent, grandchild, brother or sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law. Such leave to be taken at the time of that bereavement or at the time the employee receives notification of that bereavement. Proof of bereavement may be required by the Commissioner of Human Resources.

6.30 An employee who is required to serve as a juror, or as a witness in any court, shall be paid his/her regular rate of pay for his/her normally scheduled working hours of any day or part of a day that he/she is absent because of such service. Jury duty pay and witness fees less reasonable expenses incurred by the employee as a result of serving as a juror or as a witness, shall be paid to the Treasurer of the Employer on receipt thereof by such employee.

An employee may elect to use a leave of absence without pay, in order to attend to jury or court duty. In such cases, the employee will retain all fees paid to him/her by the court.



## 7.0 CLOTHING

- 7.10 Uniforms shall be provided by the Employer; except that all guards shall provide their own footwear acceptable to the Employer.
- 7.20 The issued uniform shall be worn as prescribed by the Employer.
- 7.30 The uniform remains the property of the Employer and must be returned upon termination or when requested. Failure by the employee to return the uniform upon termination will result in the Employer deducting the value of the uniform from his/her termination pay.

## 8.0 CLEANING, FOOTWEAR AND TRAVEL ALLOWANCES

- 8.10 All School Crossing Guards and Spare School Crossing Guards shall receive \$5.00 per full month worked Cleaning Allowance, up to a maximum of \$50.00 per school year; except that \$2.50 shall be deducted from said amount for each month which the employee works less than half of the scheduled working days.
- 8.20 All School Crossing Guards and Spare School Crossing Guards shall receive \$5.00 per full month worked Footwear Allowance, up to a maximum of \$50.00 per year; except that \$2.50 shall be deducted from said amount for each month which the employee works less than half of the scheduled working days.
- 8.30 All Spare School Crossing Guards shall receive \$38.00 per week; (\$7.60 per day) Travel Allowance; except that \$7.60 shall be deducted from said amount for every full day or \$2.50 per crossing period, on which he/she is not available for work.
- 8.40 Any School Crossing Guard who works temporarily at a location other than his/her regularly scheduled location, as requested by his/her Supervisor, shall receive \$2.50 per school crossing period Travel Allowance if he/she is required to use his/her own vehicle.
- 8.50 Any School Crossing Guard who travels an abnormal distance to his/her point (as determined by the Employer), shall receive \$5.00 per day worked, Travel Allowance for a "short" point or \$7.60 per day worked, Travel Allowance for a long point if he/she is required to use their own vehicle.



- 8.60 Travel Allowance as appropriate shall be paid each pay period.
- 8.70 Travel Allowance shall not be paid to any Guard working during the SUMMER CROSSING PROGRAM.

9.0 MEDICAL TESTING

- 9.10 The Employer reserves the right to require the employee to undergo medical testing to ascertain only the employee's ability to discharge his/her duties. The testing shall not be conducted in a discriminatory manner.
- 9.20 Medical testing when required by the Employer is mandatory and shall be conducted at a place chosen by the Employer and at the Employer's expense.
- 9.30 Failure to submit to medical testing will result in a suspension without pay and/or dismissal.
- 9.40 The Employer, upon receipt of notification that the employee is "medically unfit" to discharge his/her duties, will have the right to suspend the employee without pay until such time as the employee is declared to be medically fit to return to duty as determined by the agencies conducting the medical testing on behalf of the employee and upon approval of the Employer.

10.0 REPORTING RESPONSIBILITY

- 10.10 All School Crossing Guards and Spare School Crossing Guards report directly to the:

School Crossing Supervisors  
Community Traffic Services Section  
Traffic Department  
City of Hamilton

Telephone Number 546-2200

## 11.0 PROGRAM CHANGES

- 11.10 School crossing locations and working hours are established by resolutions of the Municipal Councils of Hamilton, Dundas, Ancaster and Flamborough and in accordance with the Policies and Procedures of the Corporation of the City of Hamilton Traffic Department. Therefore, the Employer reserves the right to reduce or increase a point between "full" and "short" hours at any location with a minimum of two (2) weeks written notice to affected employees and to eliminate or add school crossing locations.

## 12.0 POLICIES AND PROCEDURES

- 12.10 All School Crossing Guards and Spare School Crossing Guards must comply with the City of Hamilton Traffic Department "Policies and Procedures respecting School Crossing Guard Operational Matters". Failure to comply with said policies and procedures will result in disciplinary action up to and including termination.

## 13.0 SUMMER CROSSING PROGRAM

- 13.10 A School Crossing Guard or Spare School Crossing Guard working during the "SUMMER CROSSING PROGRAM" shall be paid for each working day as follows:

$$\text{Daily Pay} = \text{Employee's appropriate} \\ \frac{\text{"full" point Daily Rate}}{2.75} \times \text{hours per day}$$

- 13.20 An employee working during the "SUMMER CROSSING PROGRAM" shall not earn sick leave credits nor be able to use sick leave credits during his/her employment as a "SUMMER CROSSING GUARD".
- 13.30 Sections 4.30, 4.31, 8.10, 8.20, 8.30, 8.40, and 8.50 of this Terms of Employment are not applicable to "SUMMER CROSSING GUARDS".

## 14.0 DEFINITIONS

14.10 The following words are defined as used in this Terms of Employment:

School Crossing Guard - an employee hired by the Employer to fulfil the mandate of the job description of the position of School Crossing Guard. School Crossing Guards are assigned to a specific point or school crossing location.

Spare School Crossing Guard - an employee hired by the Employer to fulfil the mandate of the job description of the position of Spare School Crossing Guard. Spare School Crossing Guards are not assigned to a specific point or school crossing location on a permanent basis but must be available on all school days to "fill in" at various points or school crossing locations when required.

Employee- any individual hired as a School Crossing Guard or Spare School Crossing Guard by the Employer.

Employer - The Corporation of the City of Hamilton.

A "full" point is a location where a guard is assigned to work during the morning entry, lunch dismissal, lunch entry and evening dismissal school crossing periods.

A "short" point is a location where a guard is assigned to work during the morning entry and evening dismissal school crossing periods only.

SUMMER CROSSING PROGRAM - The use of School Crossing Guards to cross children during the non-school months of July and August.

SUMMER CROSSING GUARD - A School Crossing Guard or Spare School Crossing Guard who has volunteered and has been accepted by the Employer to work during the SUMMER CROSSING PROGRAM.

YEAR - Unless otherwise noted shall mean calendar year (Jan to Dec inclusive).

## 15.0 CHANGES TO THESE TERMS OF EMPLOYMENT

15.10 This document is subject to change by the Employer without notice.



**CITY OF HAMILTON**  
**- INFORMATION -**

4 (a)

**DATE:** 1994 August 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

V.J. Abraham  
Director of Regional Planning Division

**SUBJECT:** Sale of City Lands to Primecan Holdings Inc.  
Parts 1,2,3,4 & 5 Plan 62R-12639

**BACKGROUND:**

As directed by the F&A Committee at its meeting on July 21, 1994 the following information report has been prepared by the Director of Local Planning and the Director of Property on the proposed sale of City lands to Primecan Holdings Inc.

Firstly, the Director of Local Planning has commented that at its meeting of June 27, 1989, City Council approved the Jerome Neighbourhood Plan. The subject lands were and are still designated for "Single and Double Housing". From a land use planning perspective, it was felt the City owned lands as well as the lands to the west owned by Primecan would be more suited for residential purposes than park purposes. In addition, the City could not recoup the costs of servicing that were required for the lands that abutted the subject lands.

In 1989, Primecan submitted a draft plan of subdivision for the lands to the north (see the attached plan "A"). It was approved in May 1991 for a variety of residential land uses including single-family, townhouses and apartments. One of the conditions of the Plan was the easterly portion of the residential parcel abutting the park must be developed in conjunction with the lands to the south. On this basis, Primecan is requesting to purchase these lands from the City so as to complete the row of single-family dwellings. At the time the subdivision plan was under review, Primecan asked the City if the easterly portion could be dedicated as part of the 5% land dedication. The decision was these lands were not necessary for park purposes.

It should be noted there are many situations where single-family dwellings directly abut parkland. The designation of the City owned land for single and double housing is appropriate.

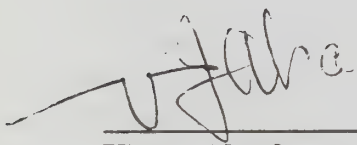
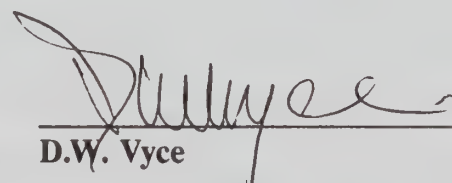


Secondly, the Director of Property notes that it was originally contemplated that the best utilization of the subject City lands would be an exchange with Primecan Holdings Inc. which would allow the development of two residential building lots by the City as well as two lots by Primecan (see the attached plan "B"). However, the costs involved for the City to prepare these lots for sale outweighed any benefit the City would have received upon their purchase.

These costs included servicing along Towercrest Drive of \$27,686 and an estimated servicing cost of \$33,000 for the flankage of the corner lot abutting the future north/south street. Also included would be estimated costs of \$2,888 for sewer and water hook ups, \$4,000 for the City's share of street light, curbs and grass boulevard along with the possible additional costs of real estate commissions, surveys and administration services estimated at \$4,000 to \$5,000, which equates to an estimated total cost to the City of approximately \$72,000 for the development of the two lots if developed.

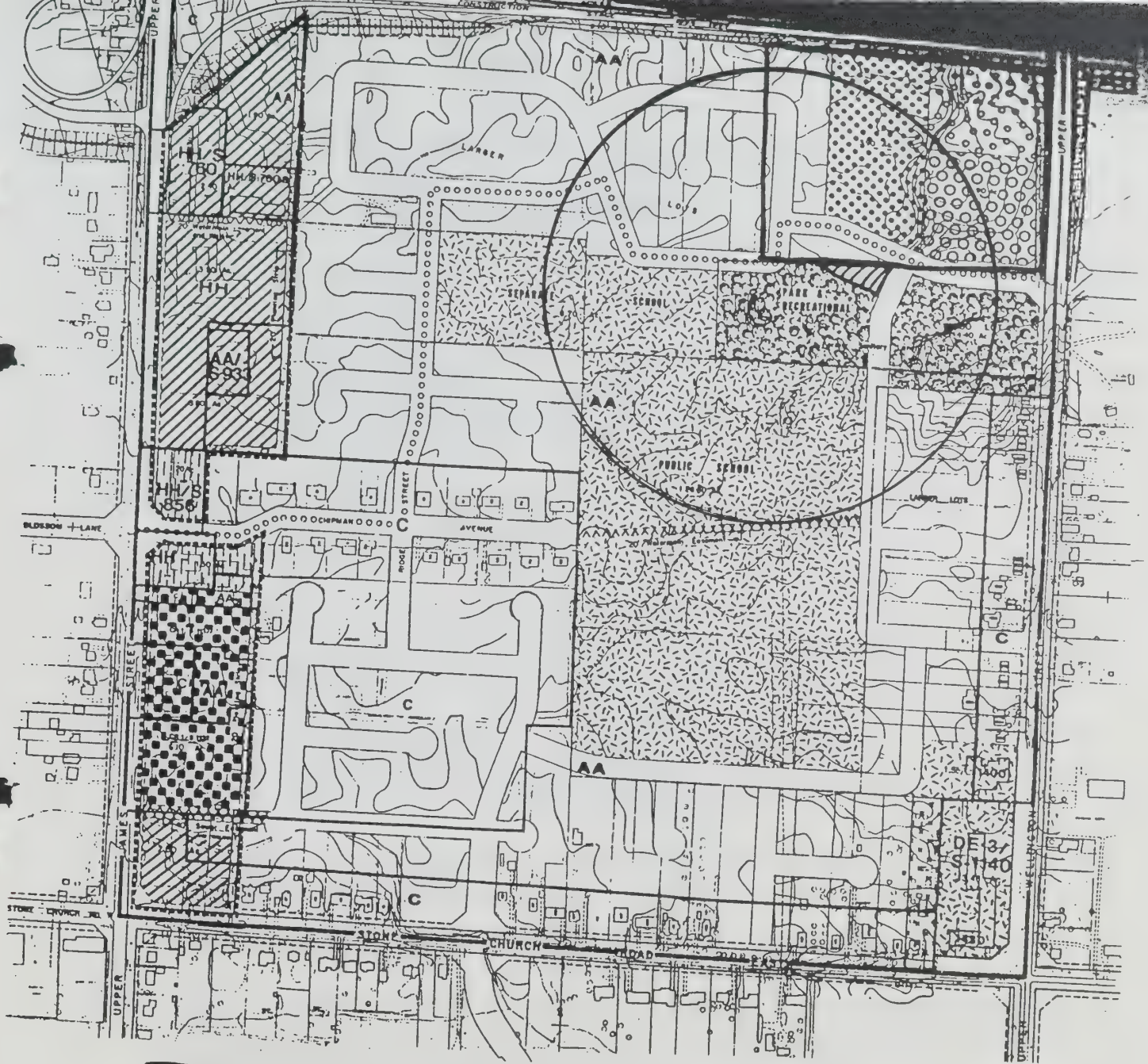
Consequently, upon review of the present real estate market and location of the subject lands it was felt that taking into consideration the above noted costs that the City would realise a return in the neighbourhood of \$30,000 from the sale of these lots.

Therefore, in light of these figures and the Offer To Purchase executed by Primecan Holdings Inc., at \$35,000 it was determined that a sale of the subject lands as a whole rather than a land exchange was at this time in the best interest of the City.

  
\_\_\_\_\_  
Victor Abraham  
\_\_\_\_\_  
D.W. Vyce

KN/am

c.c. Alderman G. Copps, Alderman, Ward 4  
Alderman T. Anderson, Alderman, Ward 7  
P. Noé Johnson, City Solicitor, Law Department  
Allan C. Ross, Treasurer, Treasury Department  
C. Bandurka, Property Clerk, Surveys, Roads Department



**DRAFT PLAN OF PRIMECAN ESTATES**  
CITY LAND

NOTE: This is a GUIDE PLAN only and is subject to change.  
For details contact the local planning division of the Regional  
Municipality of Hamilton-Wentworth.

**LEGEND:**

- SEPARATE SCHOOL LANDS
- PUBLIC SCHOOL LANDS
- FORMER SANITARY LANDFILL SITE
- ○ ○ POSSIBLE BIKEWAY ROUTE
- ..... AREA SUBJECT TO URBAN DESIGN GUIDELINES

\* No access permitted to Chipman Avenue  
and to be development in conjunction with the  
frontage on Upper James Street.

EXISTING POPULATION (1988) 186

**LAND USE**  
**RESIDENTIAL**

- [Pattern] single & double
- [Pattern] attached housing
- [Pattern] low density apartments
- [Pattern] medium density apartments
- [Pattern] high density apartments
- [Pattern] commercial & apartments

- [Pattern] COMMERCIAL (GENERAL)
- [Pattern] NEIGHBOURHOOD COMMERCIAL
- [Pattern] CIVIC & INSTITUTIONAL
- [Pattern] PARK & RECREATIONAL
- [Pattern] OPEN SPACE
- [Pattern] UTILITIES
- [Pattern] INSTITUTIONAL & RECREATIONAL

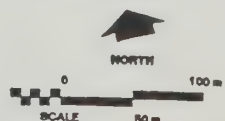
- Neighbourhood Boundary
- Zoning Boundary

Approvals  
Planning Committee JUNE 14, 1990 Council JUNE 27, 1990  
Latest Revision Date OCTOBER 1, 1990

**CITY OF HAMILTON**  
PLANNING DEPARTMENT

**JEROME**

APPROVED PLAN



Plan A



11

PLAN 62M--

BLOCK 12

TOWERFOREST DRIVE  
ESTABLISHED BY PLAN 62M--

BLOCK 14

FILE B

ESTABLISHED BY PLAN 62M--

TOWERFOREST DRIVE  
ESTABLISHED ACCORDING TO BY-LAW NO.  
REGISTERED AS INSTR.

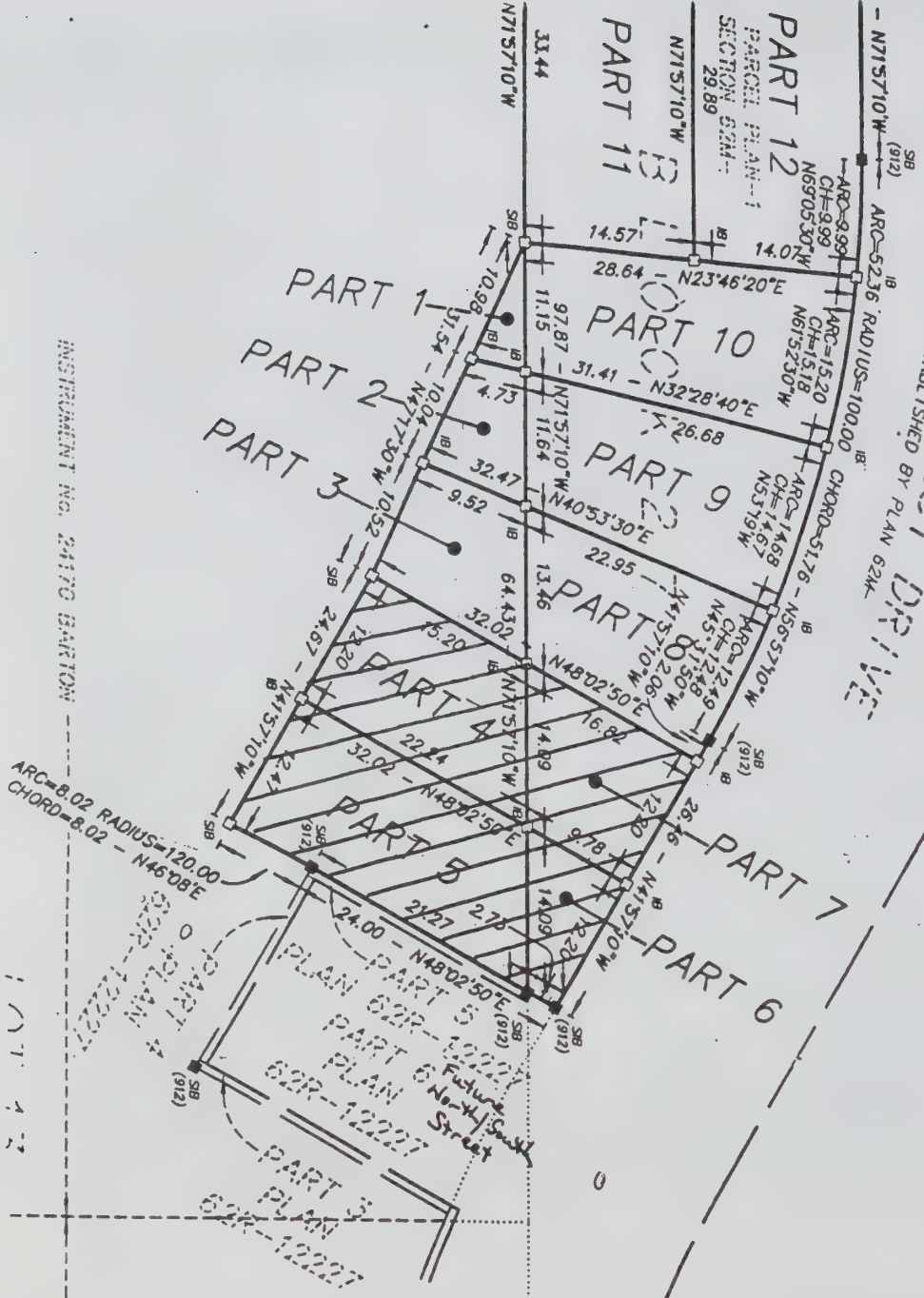
PART 1 PLAN 62R-1

PART 1 PLAN 62R-12227

Two lots to which  
servicing costs have  
been estimated.

INSTRUMENT NO. 24170 BARTON

INSTRUMENT NO. 30300 BARTON



# OFFICE OF THE CITY CLERK

## MEMORANDUM

\*\*\*\*\*

TO: V.J. Abraham, M.C.I.P. YOUR FILE:  
Director, Local Planning Division  
Planning and Development Department

FROM: Charlene J. Touzel, Acting Secretary OUR FILE:  
Finance and Administration Committee PHONE: 546-3994  
City Clerk's Department

SUBJECT: Offer to Purchase City Owned Lands DATE: 1994 July 22  
- 1306 Upper Wellington Street  
Primecan Holdings Inc.

The Finance and Administration Committee at its meeting held 1994 July 21 was in receipt of the attached report dated 1994 July 14 from the Director of Property respecting the offer to purchase City-owned lands at 1306 Upper Wellington Street, Hamilton.

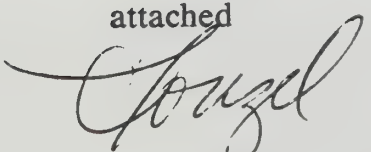
Alderman Anderson raised some concerns in this regard given the proximity of the property to lands designated for parks and recreational purposes.

After considerable discussion, the Committee approved the following:

That this matter be **tabled** to the next meeting of the Finance and Administration Committee and that the Director of Local Planning be requested to comment on the sale of this property, including the costs of servicing this lot.

Kindly ensure that appropriate action is taken with respect to this matter.

attached

  
cc Alderman Terry Anderson  
Dan Vyce, Director of Property  
Patrice Noé Johnson, City Solicitor  
Allan Ross, Treasurer  
Christine Bandurka, Roads Department





4(b)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 July 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Offer to Purchase City Owned Lands  
1306 Upper Wellington Street  
Primecan Holdings Inc.

**RECOMMENDATION:**

1. That an Offer to Purchase, duly executed by Primecan Holdings Inc. (A. Weisz, President), on 1994 June 29, and scheduled to close on or before 1994 September 23, for the sale of part of Lot 13, Concession 7, in the former Township of Barton, now in the City of Hamilton, more specifically designated as Parts 1, 2, 3, 4 and 5 on Plan 62R-12639, containing an area of 782.1 square metres (8,418.7 square feet) more or less, being part of municipal address 1306 Upper Wellington Street, Hamilton, be approved and completed, and the funds derived from this sale of \$35,000. be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,
2. That the required deposit cheque is the amount of \$3,500. be held by the City Treasurer pending Council approval; and,
3. That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

*M. C. White*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The amount of \$35,000. be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases).

**BACKGROUND:**

The City lands at 1306 Upper Wellington Street are part of what was once a 6.85 acre sanitary landfill site. While the majority of these lands are presently designated for park and recreational purposes on the approved Jerome Neighbourhood Plan, the subject lands have remained outside this designation and are deemed surplus to the requirements of the City.

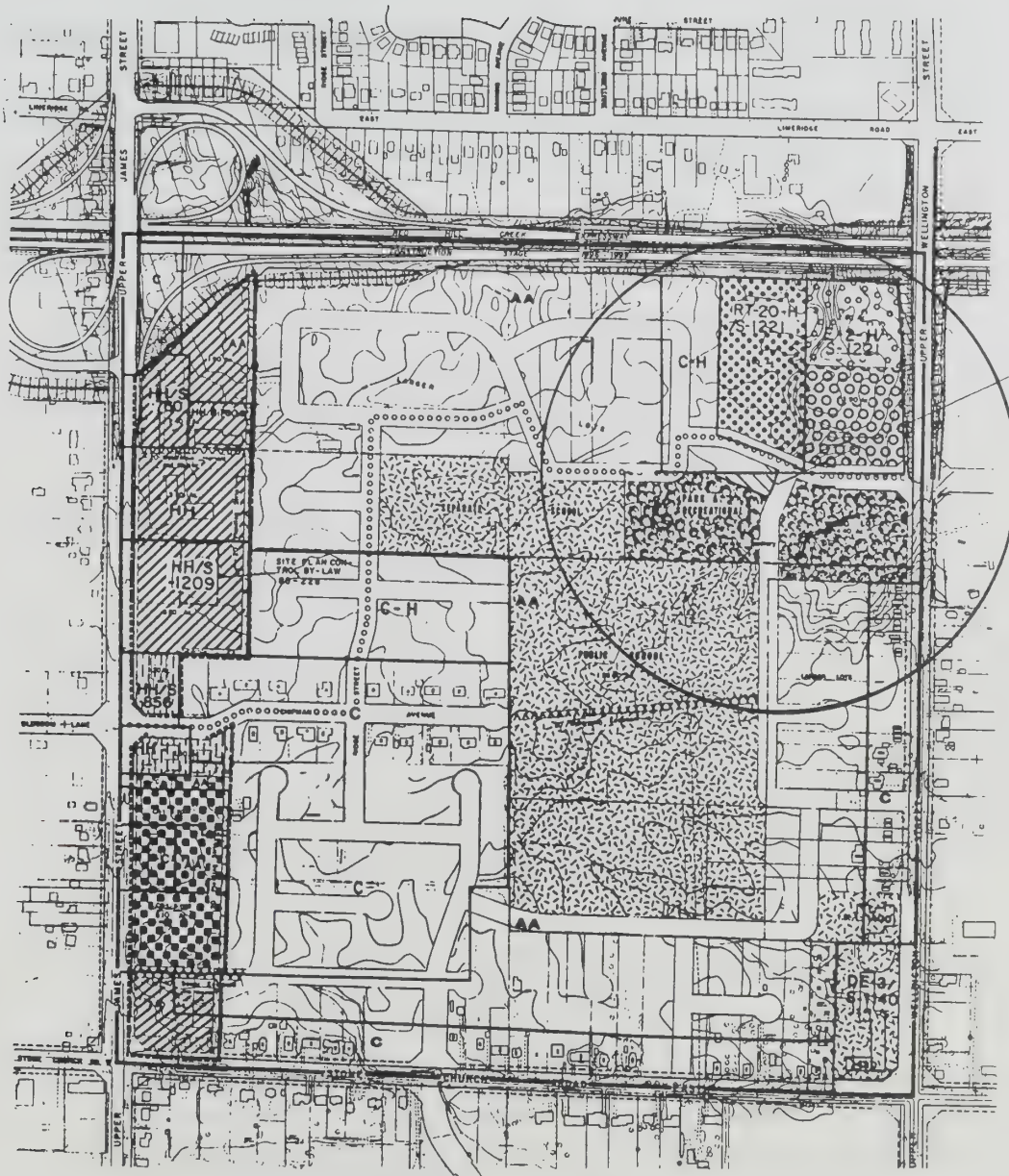
The City lands are to be incorporated into the remnant parcel of land owned by Primecan Holdings Inc. to the south of the subject property which will allow for the development of four (4) residential building lots.

KN/nw

c.c. P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

C. Bandurka, Property Clerk, Surveys, Roads Department



NOTE: This is a GUIDE PLAN only and is subject to change. For details contact the local planning division of the Regional Municipality of Hamilton-Wentworth.

#### LEGEND:

- SEPARATE SCHOOL LANDS
- PUBLIC SCHOOL LANDS
- FORMER SANITARY LANDFILL SITE
- ○ ○ POSSIBLE BIKEWAY ROUTE
- AREA SUBJECT TO URBAN DESIGN GUIDELINES

\* No access permitted to Chipman Avenue and to be development in conjunction with the frontage on Upper James Street.

EXISTING POPULATION (1966) 196

#### LAND USE RESIDENTIAL

- single & double
- attached housing
- low density apartments
- medium density apartments
- high density apartments
- commercial & apartments

- COMMERCIAL (GENERAL)
- NEIGHBOURHOOD COMMERCIAL
- CIVIC & INSTITUTIONAL
- PARK & RECREATIONAL
- OPEN SPACE
- UTILITIES
- INSTITUTIONAL & RECREATIONAL

- Neighbourhood Boundary
- Zoning Boundary

#### Approval

Planning Committee JUNE 14, 1988 Council JUNE 27, 1988

Latest Revision Date OCTOBER 1, 1988

CITY OF HAMILTON  
PLANNING DEPARTMENT

JEROME

APPROVED PLAN







**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5(a.)

**DATE:** 1994 July 27

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

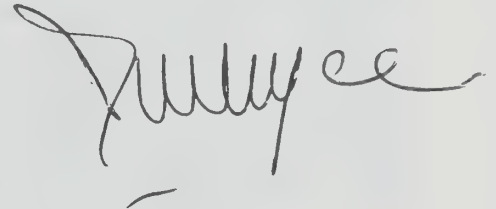
**SUBJECT:** Sale of Property at 290 and 296 Victoria Avenue North  
to International Managed Health Care Inc.

**RECOMMENDATION:**

1. That an Offer to Purchase, executed by International Managed Health Care Inc. (Tim Einwechter, Chief Financial Officer) on 1994 July 17 and scheduled for closing on or before 1994 September 27, for the purchase of all of Lots 4 and 5, part of Lot 6, Registered Plan 33, having a frontage along the easterly limit of Victoria Avenue North of 108.5 feet (32.958 metres) more or less, by a depth of 143.98 feet (43.887 metres) more or less, together with buildings erected thereon, bearing municipal number 290 and 296 Victoria Avenue North, be approved and completed and the funds derived from this sale of \$340,000. be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,
2. That the required deposit cheque in the amount of \$25,000. be held by the City Treasurer pending Council approval; and,
3. That this Offer to Purchase Agreement be conditional upon the following terms and conditions being satisfied prior to the closing date and no later than 1994 September 13. Failing to do so, this Offer shall be null and void and the Purchaser's deposit shall be returned in full without deduction:
  - a) The Purchaser being satisfied that the site will allow the construction of a 12,000 square foot building and associated parking; and,
  - b) The Purchaser being satisfied that they can demolish the existing buildings; and,

- c) The approval of the Board of Directors of International Managed Health Care Inc. to this purchase; and,
- d) The Purchaser and/or its agent and consultants obtaining a soils test which is satisfactory to the Purchaser, and which shall indicate that the soil is not encumbered with debris or other non-load bearing loose-fill material; that the soil is of such quality that it is economically feasible to excavate foundations for the proposed construction by the Purchaser; that the property is free of environmentally dangerous material and that the intended use of the property by the Purchaser and any construction upon the property could proceed without risk of environmental harm or without the requirement of environmental treatment of the site; and,
- e) The Purchaser obtaining a satisfactory report as to the environmental condition of the property including any environmental matters which might impact upon the subject property either now, or in the future as a result of or due to the environmental condition of adjoining or surrounding lands. The Vendor shall permit the purchaser and its authorized agents and consultants reasonable access to the property for the purposes of making the aforesaid physical inspections and for the purposes of making soils, ground-water, environmental and other tests, measurements or surveys in, on or below the property provided that the Purchaser shall do so at its own expense and at its own risk and shall not interfere with the operation of the Vendor at the property and shall return the property to the state in which it was before the commencement of such action. No action taken by the Purchaser herein shall constitute a trespass or a taking of possession:
- f)
  - (i) It is understood and agreed by the Purchaser and Vendor that the Vendor does not warrant the suitability of the land for any development use or any proposed use. The Purchaser shall deliver to the Vendor within 15 days of acceptance of this offer the results of all soil tests that have been performed by the Purchaser and are in the possession of the Purchaser with respect to the soil; and,
  - (ii) The Purchaser is hereby permitted to enter the said lands at its own risk and cost in order to conduct such additional tests as may be required, provided however all test sites shall be restored to their former condition; and,
  - (iii) The Purchaser acknowledges that one or both of the subject buildings may have some asbestos within the structures; and,

- g) The Corporation of the City of Hamilton accepts the above Offer, and subject to the transaction being closed and completed agrees to pay a commission of 5% on the 1st, \$100,000., 4% on the 2nd \$100,000. and 3% on the balance of the sale price of \$340,000. to Re/Max Advantage Realty Inc. realtor, whose agents Gord and Marsha Brandes, acted in this transaction; and,

A handwritten signature in black ink, appearing to read "M. J. [unclear]", is written over a horizontal line.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The sale price of \$340,000. is to be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases).

**BACKGROUND:**

On 1993 June 29, City Council approved Item 6 of the 13th Report of the Finance and Administration Committee approving the sale of these properties as they had been deemed surplus to municipal requirements. The Purchaser proposes to demolish both buildings and construct a medical complex.

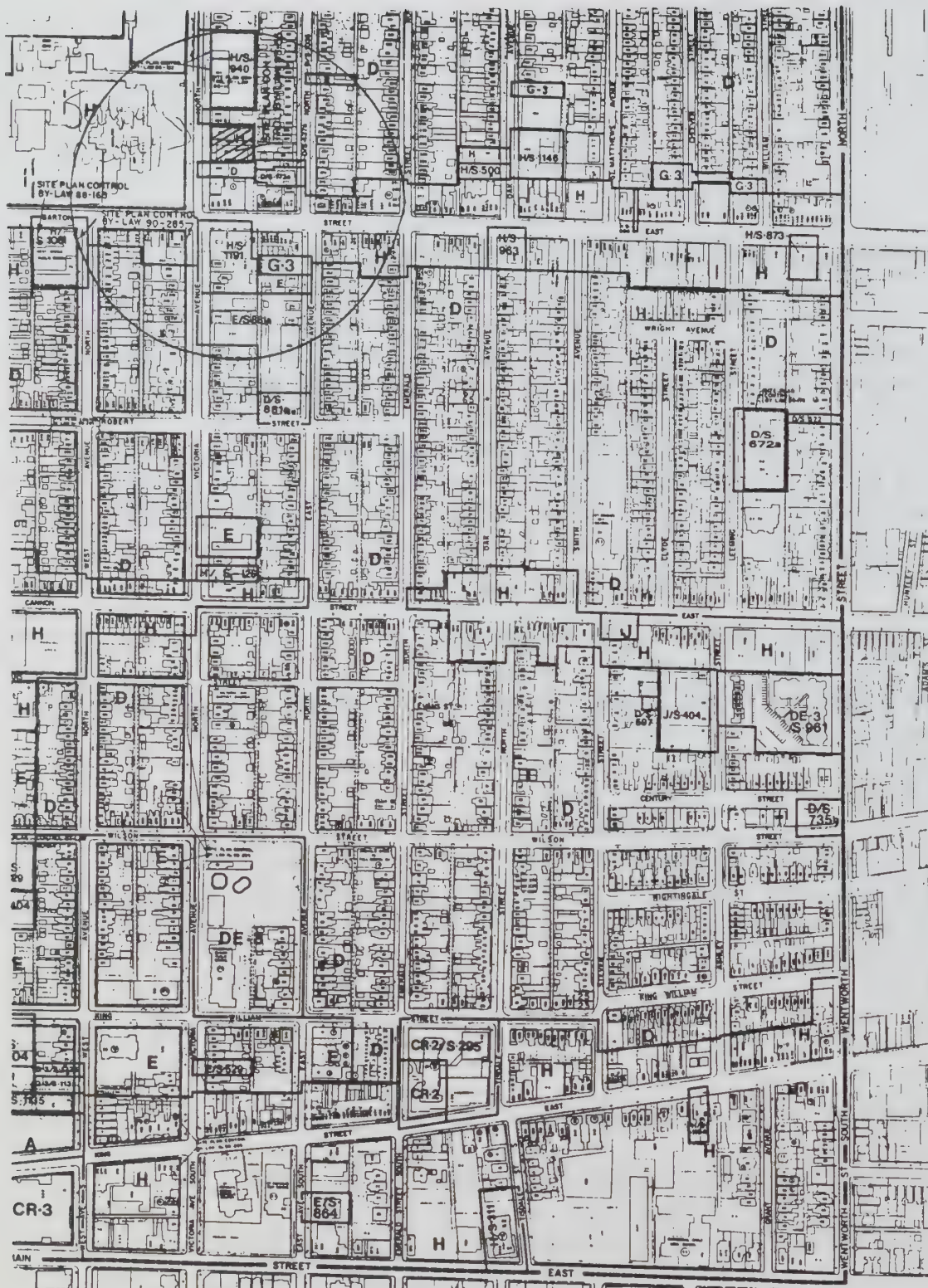
AC/dcr

c.c. P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

C. Bandurka, Property Clerk, Surveys, Roads Department





<table border="1"> <tr> <td>106</td> <td>69</td> <td>70</td> </tr> <tr> <td>10</td> <td>95</td> <td>48</td> </tr> <tr> <td>31</td> <td>125</td> <td>124</td> </tr> </table> <p>This is not a Legal Document For Zoning Verification Please Contact City Building Department.</p>	106	69	70	10	95	48	31	125	124	<p>CITY OF HAMILTON</p> <p><b>LANDSDALE</b></p> <p><b>ZONING</b></p> <p>0 100m SCALE 50m</p> <p>▲ NORTH</p>
106	69	70								
10	95	48								
31	125	124								
<p>--- Neighbourhood Boundary</p> <p>— Zoning Boundary</p> <p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton - Wentworth</p>	<p>PLANNING 6608</p> <p>PAGE NO. 95</p>									

**CITY OF HAMILTON**  
**- INFORMATION -**

5(b)

**DATE:** 1994 August 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Walkway Between Fonthill Road  
and Upper Paradise Road

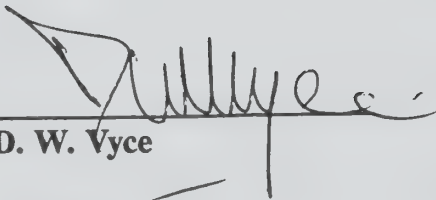
**BACKGROUND:**

As directed by the Finance and Administration Committee at its meeting of July 21, 1994, this department has prepared the following information report outlining the costs involved in keeping the above noted walkway open.

The subject walkway runs east/west between Fonthill Road and Upper Paradise Road and is presently owned by Wentworth Condominium Corporation No. 79 who are proposing to close the walkway as of September 1, 1994.

Should the City undertake the preservation of this walkway the Public Works Department has outlined the cost to do so as follows:

1. \$10,000.00 for improvements to the existing concrete surface and installation of a 1.5 metre chain link fence to replace the existing wood fence, as well as an increase in width from 1.5 to 3.0 metres which will bring the walkway to City Standards; and,
2. \$2,000.00 in annual maintenance costs (ie. snow removal, weed control and garbage clean up); and,
3. The cost to transfer the subject walkway to the City would be \$600.00, which represents one half the cost of the survey required to register the walkway in the City's name at the Land Titles Office.



D. W. Vyce

KN/hew

c.c. Chris Firth-Eagland, Acting Director  
Public Works

V.J. Abraham, M.C.I.P., Director, Local Planning Division  
Planning and Development Department

Alderman D. Ross, Alderman, Ward 8  
Aldermen's Office

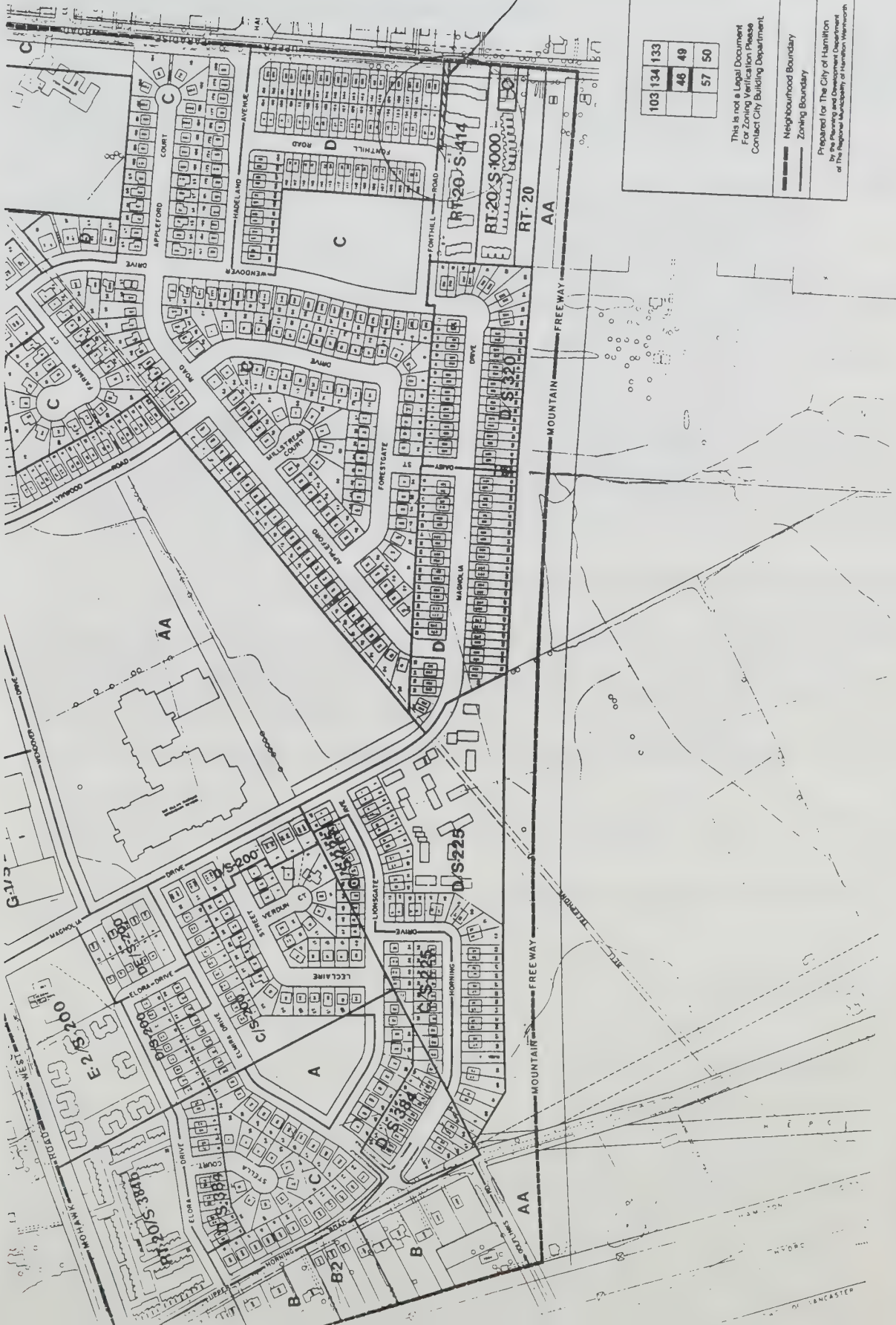
Alderman Frank D'Amico, Alderman, Ward 8  
c/o Aldermen's Office

P. Noé Johnson, City Solicitor

Allan C. Ross, Treasurer  
Treasury Department

C. Bandurka, Property Clerk, Surveys  
Roads Department





103	134	133
46	49	50
57	50	

This is not a Legal Document  
For Zoning Verification Please  
Contact City Building Department

Neighbourhood Boundary  
Zoning Boundary

Prepared for The City of Hamilton  
by the Planning and Development Department  
of The Regional Municipality of Hamilton Waterfront

# CITY OF HAMILTON FESSENDEN ZONING



PLANNED  
LOT NO  
7101

JUNE 1988

PAGE NO  
46



# OFFICE OF THE CITY CLERK

## MEMORANDUM

\*\*\*\*\*

TO: Mr. D. W. Vyce  
Director of Property  
Property Department

YOUR FILE:

FROM: Charlene J. Touzel, Acting Secretary  
Finance and Administration Committee  
City Clerk's Department

OUR FILE:  
PHONE: 546-3994

SUBJECT: Walkway Between Fonthill Road and  
Upper Paradise Road


DATE: 1994 July 22

At the 1994 July 21 meeting of the Finance and Administration Committee, Alderman Ross advised Committee Members that he was in receipt of a letter dated 1994 July 6 from the Property Manager, Lounsbury Management Services, advising the City that the Board of Directors of the Condominium Corporation have agreed to close the walkway between Fonthill Road and Upper Paradise Road effective 1994 September 1.

Please be advised that the Committee approved the following:

That the Director of Property be directed to prepare a report for the 1994 August meeting of the Finance and Administration Committee outlining the costs involved in keeping the walkway between Fonthill Road and Upper Paradise Road open.

Kindly ensure that appropriate action is taken with respect to this matter.



cc Alderman Ross, Chairperson, Finance and Administration Committee



NEW BUSINESS

JUL 7 1994  
COST TIE.

## Lounsbury Management Services

July 6, 1994

Kevin Nutley, Senior Property Officer/Appraiser  
Real Estate Division  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

**COPY**

Dear Mr. Nutley:

**Re: WENTWORTH CONDOMINIUM CORPORATION NO. 79  
FONTHILL WALKWAY**

As managers of the above referenced Condominium Corporation and on behalf of the Board of Directors, we are writing to you regarding the following matter.

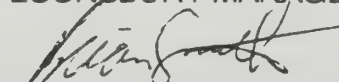
Further to our most recent correspondence and conversations with respect to the transfer of ownership of the subject walkway between Fonthill Road and Upper Paradise, we are writing to inform you the Board of Directors' latest decision relating to this matter.

The Board of Directors have come to a decision at a Board of Directors meeting held July 20, 1994 to close the subject walkway between Fonthill Road and Upper Paradise Road. This decision was made based on a combination of the following factors: a recent review of the costs in order to upgrade the walkway, recent requests from disturbed neighbours with respect to the condition of the walkway and the potential liability issues, as well as your indication that the City of Hamilton is not in a position to negotiate the transfer of ownership of this walkway at this time.

Accordingly, we wish to inform you that the walkway will be closed effective September 1, 1994 with no future intentions to re-open this walkway.

Should you wish to discuss the Board of Directors' decision relating to this matter, please do not hesitate to contact the writer.

Yours truly,  
LOUNSBURY MANAGEMENT SERVICES

  
Brian Smith, R.C.M., CRA, Associate Broker  
Property Manager

BS:cb

cc: Board of Directors  
Alderman Floss - City of Hamilton

0706.94

*Planning*



5.(c.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 22

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

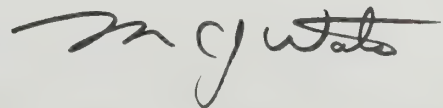
**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Property Department - 1994 Reduction Packages

**RECOMMENDATION:**

That approval be given to replace Council approved 1994 budget reduction package number 10 (PROP 10), which required a reduction in weekly hours for all Property Department Local 772 (International Union of Operating Employees) staff from 40 hours to 37.5 hours effective 1994 August 1, with the following alternative savings package approved by Council on 1994 May 31:

- a) Reassignment of the three City Caretakers working at Kings Forest and Chedoke Golf Courses to vacancies produced by promotions and retirements.
- b) Contracting out the caretaking responsibilities at both golf courses.
- c) Reassignment of the Caretaker and Cleaner working at Sir Wilfred Laurier Pool to existing vacancies and contracting out those services previously done by City staff.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The annualized net savings of the alternative reduction package approved by Council on 1994 May 31, generates more than the required savings to cancel reduction package no. 9.

The 1994 net savings of reduction packages "Prop 9 and Prop 10" is \$112,514. The annualized net savings of the revised alternative reduction package is \$113,920.



## **BACKGROUND:**

Included within the Property Department's 1994 Proposed Reduction Packages were two proposals which, if implemented, would reduce the working hours of Local 167 Caretaking staff and Local 772 Maintenance staff.

From the time the Committee of the Whole approved the proposed reduction packages on 1994 February 11, staff of the Building Operations & Maintenance Division committed themselves to find an alternative package which would not directly affect employees.

On May 31, 1994, Council approved of an alternative reduction package aimed at replacing the package affecting Caretaking staff. The alternative package submitted to Council for approval was estimated at \$87,517. Since then, firm quotes received for contracted services along with an addition to the package has now resulted in annualized net savings of \$113,920. This amount is sufficient to replace both packages affecting staff hours within the Property Department.

The alternative savings package accepted by Council in May included:

- a) Reassignment of the three City Caretakers working at Kings Forest and Chedoke Golf Courses to vacancies produced by promotions and retirements.
- b) Contracting out the caretaking responsibilities at both golf courses.
- c) Reassignment of the Caretaker and Cleaner working at Sir Wilfred Laurier Pool to existing vacancies and contracting out those services previously done by City staff.

**Annualized Net Savings of the Alternative Package \$113,920**

RD/JC/rd/dcr

cc. J. Pavelka, C.A.O., Chief Administrative Office  
A. Ross, City Treasurer, Treasury Department  
J. Cerio, Manager of Administration, Property Department  
A. Ross, City Treasurer, Treasury Department  
**Attention: K. Beattie**  
R. Swan, Manager of Building Operations & Maintenance

6.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 17


**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Chief G. Baker  
Hamilton Fire Department

**SUBJECT:** Repairs to One (1) Triple Combination Pumper

**RECOMMENDATION:**

- a) That a purchase order be issued to Paling Industries Ltd., Hamilton, Ontario, in the amount of \$75,191.23 including all applicable taxes, for the replacement of the fire package body including an enclosed crew cab, being the lowest of two proposals received.
- b) That this expenditure be financed through the Reserve for Major Repairs Centre No. 00101



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funds are available in the Reserve for Major Repairs. Further information is provided in the background area of this report.

The Law Department has reviewed the original contract and possible recourse to recover our expected costs and have advised that "the warranty is now worthless". A copy of the Law Department's letter is attached.

**BACKGROUND:**

The body of this pump truck is in very poor condition and requires either major repair or replacement. Both of these options have been reviewed and it is our recommendation to replace the body. This is due to severe corrosion caused by dissimilar metal reaction between aluminum and steel surfaces which were not properly treated during construction. The cab and chassis are otherwise in good operating condition and justify the expense of replacing the body which is expected to be in service for another 10 years. The warranty provided by Amertek Inc, of Woodstock, Ontario, is not able to be acted upon as the company is no longer in business. The vehicle was ordered in 1990 and delivered in 1991.

**DISCUSSION:**

There are two companies, Paling Incorporated of Hamilton and Contran Manufacturing of London, Ontario which we feel have the experience and are capable of replacing the Fire Package Body. Contran Manufacturing Ltd. bid \$80,362.75 including all applicable taxes. The lower of two bids, being Paling Incorporated, is being recommended.

attach.

cc     A. Ross, City Treasurer  
       L. Farr, Solicitor  
       C. Guthro, Manager of Fleet Services  
       S. Chandrashekar, Supervisor of Accounting

7.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 22

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Acquisition of St. Mark's Church Property at 130 Bay  
Street South

**RECOMMENDATION:**

That the acquisition of the St. Mark's Church site at 130 Bay Street South for public use and open space be financed from the Reserve for Park Lands (5% Land Dedication) Account Centre No. CH 00201.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 1994 Capital Budget includes a provision for the acquisition of park lands in the gross amount of \$400,000.00. The acquisition of park lands approved in 1994, including this recommendation, amounts to \$658,597.05 creating an overdraft of \$258,597.05. It is therefore prudent that no additional lands be acquired for park purposes for the balance of the year 1994 and that the fund allocation for the year 1995 be reduced (from \$400,000 to \$141,000) in the Ten Year Capital Budget to stay within the financial parameters approved by Council on 1994 March 29.

**BACKGROUND:**

The details of the project are outlined in the attached report from Dan Vyce, Director of Property, dated 1994 August 16, which is expected to be considered by the Parks and Recreation Committee at its meeting of 1994 April 23.

Potential alternate sources of funding for this project were reviewed.

The Reserve for Property Purchases does not have a significant uncommitted balance and the balance is distributed over the next ten year period for acquisition of properties as required to be authorized by Council.



The Reserve for Park Lands has also been distributed over the next ten year period assigning \$400,000 each for parkland acquisition, \$600,000 each for park development and between \$200,000 to \$100,000 each year for play structure development, with an expected recovery of \$1,000,000 each year from the 5% land dedication revenue. The proposed provincial Bill No. 163 may have a negative impact upon the ability of this source to generate revenue. In addition, OMB decisions on 5% land dedication in our municipalities are outstanding and the City must also take into account contingent liabilities in the form of park credits in the range of \$1.4 to \$1.6 million.

Despite these limitations, the Reserve for Park Lands remains the most appropriate to fund this acquisition. To stay within the financial parameters approved by Council on 1994 March 29, it is recommended that further expenditures from this Fund in 1994 and 1995 be restricted to help ensure long term fund viability.

NRA/an  
Att'd

c.c. Members of the Capital Budget Sub-Committee  
Dan Vyce, Director of Property  
Kevin C. Christenson, Secretary, Parks and Recreation Committee

Office Copy.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 16

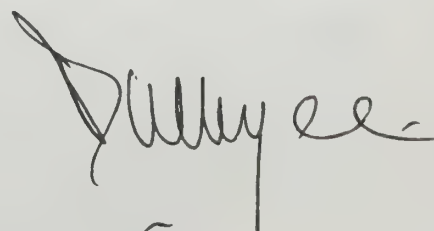
**REPORT TO:** Kevin C. Christenson, Secretary  
Parks and Recreation Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** 120 (130) Bay Street South  
St. Mark's Church

**RECOMMENDATION:**

1. That an Option to Purchase, executed by The Synod of the Diocese of Niagara (Peter Moore, Executive Officer), on 1994 July 28, and scheduled to close on or before 1994 September 30, for the purchase of all of Lot 1 and part of Lots 2 and 3, Registered Plan No. 66, having a frontage along the west side of Bay Street South of 38.710 metres (127.00 feet) more or less, and a flankage along the south side of Hunter Street West of 31.394 metres (102.896 feet) more or less, together with buildings erected thereon bearing municipal number 120(130) Bay Street South, be approved and completed at the purchase price of \$425,000.; and,
2. That as consideration in the amount of \$2. has been paid to the owner pursuant to the Agreement, this amount be deducted from the purchase price; and,
3. That the Finance and Administration Committee be requested to determine the method of financing; and,
4. That the Mayor and City Clerk be authorized and directed to execute the necessary documents.



### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

That the Finance and Administration Committee be requested to determine the method of financing. The estimated annualized cost for utilities and a nominal provision for ongoing repairs, maintenance insurance and security to the building is \$19,200. On the assumption the City becomes the owner of the property on 1994 September 30, the estimated cost of maintaining the building for the remainder of 1994 is \$4,800.

The Public Works Department has advised that the annualized cost of grass cutting and snow removal of the site to be \$7,800. The cost to maintain the site for the remainder of 1994 is \$2,000. It is anticipated that in the spring of 1995 a one time expense of \$15,244 will be required to bring the site up to a park-like setting. These include fence repair, tree removal and pruning, clean up of flower beds and installation of an irrigation system.

Both expenses referred to above will have to be funded from within existing overall budget of both Public Works and Property Departments.

### **BACKGROUND:**

On 1994 July 19, the Parks and Recreation Committee directed the Property Department to obtain an Option for the Purchase of St. Mark's Church from The Synod of the Diocese of Niagara. An Option in the amount of \$400,000. was delivered on 1994 July 20 to Royal LePage, the listing agents, for presentation to the Diocese.

Royal LePage subsequently advised that an Offer, conditional only upon obtaining a demolition permit, had been accepted by the Diocese and thus the Diocese was not prepared to entertain the City's Option.

On 1994 July 26, a special Parks and Recreation Committee, called to discuss the St. Mark's site, directed that an amount up to \$425,000. be paid to purchase the property.

The original Purchaser was denied a building permit and since unwilling to waive the condition, thereby terminated his original offer. The City's Option was then returned by Royal LePage with amendments extending the acceptance and closing dates, and revising the purchase price of \$425,000.

For the information of the Committee, the market value of the St. Mark's site is in the development potential of the vacant land, and not the structure, which is an economic encumbrance. In the event it is decided to retain the building on the site for municipal purposes, the cost to preserve and renovate the structure for a specific contemplated use will be investigated and reported to the Committee. This investigation will take place once a specific use for the building is defined.

RAB/nw

c.c. Joe Pavelka, Chief Administrative Officer

P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

C. Bandurka, Property Clerk, Surveys, Roads Department

V.J. Abraham, M.C.I.P., Director, Local Planning Division, Planning and Development Department

(1.8.321)





**FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, 1994 AUGUST 25TH**

**CONSENT AGENDA**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

- (i) Minutes of the Joint meeting of the City's Finance and Administration Committee and the Region's Administrative Services Committee held on Tuesday, 1994 July 19th.
- (ii) Minutes of the regular meeting held Thursday, 1994 July 21st.

**B. CHIEF ADMINISTRATIVE OFFICER**

Volunteer Centre - Fourth Annual Indoor Golf Tournament

**C. H.E.C.F.I.**

Closing of Capital Accounts

**D. CITY CLERK**

Use of City facilities - Aboriginal Coalition on Taxation for Aboriginal Inherent Rights

**E. FIRE CHIEF**

Replacement of One Fire Department Rescue Vehicle

**F. TREASURER**

- (i) Funding - 1994 Ontario Museum Association Annual Conference
- (ii) Funding - City's Share of Services related to Subdivisions - Wisemoust Estates - Phase 6
- (iii) Funding - Purchase of 52 Holly Avenue, Hamilton - Margaret Hutchinson, McAnulty Neighbourhood Park
- (iv) Funding - Golf Courses - Capital Improvements and Capital Budget



**Page Two**  
**Finance and Administration Committee**  
**Consent Agenda**  
**1994 August 25th**

**G.     DIRECTOR OF PROPERTY**

- (i)     Closure of Property Department Capital Projects
- (ii)    Roof replacements, various locations

**H.     COMMISSIONER OF HUMAN RESOURCES**

- (i)     Appointments to and terminations from permanent positions with the Corporation of the City of Hamilton to 1994 August 18th.
- (ii)    Child Care Task Force

**I.     SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items.





A. (i)

Tuesday, 1994 July 19  
5:00 o'clock p.m.  
Room 233, City Hall

A Joint Meeting of the City's Finance and Administration Committee and the Region's Administrative Services Committee was held.

**There were present:**

Alderman D. Ross, Chairperson, F & A Committee  
Alderman B. Charters, Vice-Chairperson, F & A Committee  
Mayor R. M. Morrow, F & A Committee  
Alderman T. Anderson, F & A Committee  
Alderman D. Drury, F & A Committee  
Alderman V. Agro, Chairman, Regional Administrative Services  
Committee and Member, City's F & A Committee  
Alderman G. Copps, F & A Committee  
Alderman T. Cooke, F & A Committee  
  
Councillor G. Etherington, Vice-Chair, A. S. Committee  
Mayor J. Addison, A. S. Committee  
Councillor F. MacIntyre, A. S. Committee  
Councillor B. Morelli, A. S. Committee  
Councillor G. Shaw, A. S. Committee  
Councillor A. Sloat, A. S. Committee

**Regrets:**

Alderman D. Agostino, F & A Committee - Bereavement

**Also present:**

Councillor J. Prentice  
Alderman H. Merling  
Mayor D. Granger  
Alderman W. McCulloch  
Councillor Southall  
Alderman M. Kiss  
Alderman F. D'Amico  
Alderman F. Eisenberger  
Karl Mueller, Regional Chief Administrative Office  
J. Pavelka, City Chief Administrative Officer  
M. Carson, Regional Chief Administrative Officer  
J. Johnston, Commissioner of Human Resources  
Lynda Sohal, Legislative Assistant, Regional A. S. Committee  
Susan K. Reeder, Secretary, City F & A Committee

**A G E N D A**

The Committee agreed to move In-Camera to discuss a report from the Secretary of the Single Tier Administrative Review Steering Committee dated 1994 July 8.

The Committee then moved back into Regular Session and approved the following:

- (a) That no action be taken on a proposed amalgamation of the City Treasury and Regional Finance Departments, the City and Regional Clerk's Offices and the City Law Department and the Regional Legal Services Department as joint Regional/City Departments reporting to both Councils; and,

- (b) That the Regional and City Chief Administrative Officers report back to their respective Committees and Councils on:
- (i) the on-going process of downsizing and delayering efforts being made within the above-noted Departments; and,
  - (ii) the proposed amalgamation of the City Treasury and Regional Finance Departments with conversion to either a Regional Department or a City Department where the other level of government purchases services, by 1994 September 30.

**Recorded vote - City Finance and Administration Committee:**

**Yeas:** Alderman Copps, Alderman Cooke, Alderman Charters, Alderman Anderson and Alderman Ross

**Nays:** Mayor Morrow, Alderman Agro and Alderman Drury

**Recorded vote - Regional Administrative Services Committee:**

**Yeas:** Councillor Sloat, Mayor Granger, Mayor Addison, Councillor Etherington and Councillor MacIntyre

**Nays:** Mayor Morrow, Councillor Agro, Councillor D'Amico and Councillor Morelli

**Adjournment**

**There being no further business, the meeting then adjourned.**

**Taken as read and approved,**

**Alderman D. Ross, Chairperson  
Finance and Administration Committee**

**Councillor V. Agro, Chairman  
Administrative Services Committee**

**Susan K. Reeder  
Secretary  
Finance and Administration Committee**

**Lynda Sohal  
Legislative Assistant  
Administrative Services Committee**

**SKR/dbm**

**1994 July 19**

Thursday, 1994 July 21  
9:30 o'clock a.m.  
Room 233, City Hall

A. (ii)

**The Finance and Administration Committee met.**

**There were Present:** Alderman Don Ross, Chairperson  
Alderman Bob Charters, Vice-Chairperson  
Mayor Robert M. Morrow  
Alderman Terry Anderson  
Alderman Vince Agro  
Alderman Don Drury  
Alderman Geraldine Copps  
Alderman Terry Cooke

**Regrets:** Alderman Dominic Agostino - Bereavement

**Also Present:** Alderman William McCulloch  
Alderman Mary Kiss  
Alderman Henry Merling  
Joe Pavelka, Chief Administrative Officer  
Patrice Noé Johnson, City Solicitor  
Joe Schatz, City Clerk  
Terry Daw, Treasury Department  
Peter Lampman, Building Department  
Ron Sabo, Law Department  
Dennis Carson, Mayor's Executive Assistant  
John Johnston, Commissioner of Human Resources  
Liz Bourns, Human Resources Centre  
Mike Watson, Property Department  
Bob Desnoyers, Building Operations and Maintenance Division  
Kevin Beattie, Treasury Department  
Jim Hindson, Director of Information Systems  
Charlene Touzel, Acting Secretary

**1. DELEGATIONS**

**ADDED - 50th Anniversary of VE (Victory in Europe) - Alderman McCulloch**

At Alderman McCulloch's request, the Committee agreed to add this item to the agenda. Alderman McCulloch distributed an information package respecting the 50th Anniversary of VE (Victory in Europe) Day, which will take place on 1995 May 8.

Alderman McCulloch indicated the need to establish a Committee to plan City-sponsored events to commemorate this important occasion and the Committee approved the following:

- (a) That a Special Committee of Hamilton citizens called the VE Day Celebrations Committee be appointed to begin planning events to commemorate the 50th Anniversary of Victory in Europe in 1995.

The Committee shall consist of:

- (i) A Chairman, a Vice Chairman, the Mayor and one Alderman;
- (ii) The President of the United Council of Veterans;
- (iii) The Zone Commander of the Royal Canadian Legion, (or his designee if not a Hamiltonian);



- (iv) The Chairman of the Hamilton Veterans Committee;
  - (v) The Co-ordinator for "Canada Remembers", Veterans Affairs Canada;
  - (vi) Additional members may be appointed with the approval of Council.
- (b) That this Committee shall report to City Council through the Finance and Administration Committee;
  - (c) That this Committee should prepare an initial set of recommendations for City sponsored events relating to VE Day in Hamilton as soon as possible;
  - (d) That this Committee should prepare a proposed budget as soon as possible for presentation to the Finance and Administration Committee.

(a) **Duncan Beattie, Hamilton Harbour Commissioners - Development Charges**

The Committee was in receipt of a memorandum dated 1994 May 12 from the Secretary of the Planning and Development Committee respecting matters for discussion between the Hamilton Harbour Commissioners and the City of Hamilton as referred to the Finance and Administration Committee by the Planning and Development Committee at its meeting held 1994 May 4.

The Committee was also in receipt of an Information Report dated 1994 July 15 from the Chairman of the Development Charges Staff Sub-Committee respecting the application of the City Development Charges By-law to the Hamilton Harbour Commission.

Duncan Beattie, the City's appointee on the Hamilton Harbour Commissioners and Bob Hennessey, Port Director, were in attendance and circulated an Information Sheet highlighting the results of a Canada-wide survey of Realty and Business Taxes, Development and Other Charges and Fees recently conducted by the Canadian Port and Harbour Association which indicated a number of port City's that are not subject to a Development Charges By-law or are exempt from the By-law.

Questions were also raised by the Hamilton Harbour Commissioners as to whether or not the Development Charges would be based upon building development that exceeds 50% of total land holdings including the land occupied by the bed of the harbour.

After considerable discussion, the Committee referred this matter to staff to prepare a report for the next meeting of the Finance and Administration Committee.

(b) **Don Horrocks - Taxi Licence Plate**

The Committee was in receipt of a letter dated 1994 June 1 from Don Horrocks, 20256-858 Upper James Street, Hamilton, requesting an opportunity to appear before the Committee to discuss the status of his Taxi Licence #244.

The Committee was also in receipt of an Information Report dated 1994 July 18 from the City Clerk respecting this matter.

Mr. Horrocks was in attendance and asked the Committee to rescind the condition on his licence prohibiting the sale of said licence until 1996 because of financial and health problems.

Alderman Drury declared a Conflict of Interest as Mr. Horrocks is a client of his and refrained from discussing or voting on this matter.

The Committee adjourned to meet in camera, reconvened in open session and approved the following:

That the condition on Mr. Donald Horrocks' Taxi Licence #244 prohibiting the sale of said licence for a period of fifteen years from the date of issuance as approved by City Council at its meeting held 1981 May 26, be rescinded.

## 2. MAYOR MORROW

(a) City funding contribution - Challenging the enactment of Bill 120 by the Ontario Legislature - An Act to amend certain statutes concerning residential property.

The Committee was in receipt of a memorandum dated 1994 June 29 from Mayor Robert M. Morrow requesting the City to contribute up to \$5,000. towards challenging the enactment of Bill 120. The Committee approved the following:

- (a) That this matter be referred to the Director of Local Planning to prepare a report on the City's position with respect to Bill 120; and,
- (b) That the City Solicitor be directed to prepare a report on whether or not contributing financially to the challenging of this Bill is the City's most effective course of action in this regard; and,
- (c) That the above-noted reports be forwarded to the Planning and Development Committee for consideration at its 1994 August 24 meeting.

(b) ADDED - Hosting of Civic Reception for the 1994 World Championship of Basketball, 1994 August 7

The Committee was in receipt of an added memorandum dated 1994 July 19 from Mayor Robert M. Morrow respecting the above-noted matter.

The Committee amended the Mayor's recommendation by changing the costs from \$6,400. to \$5,000 and approved the following as amended:

- (a) That the City of Hamilton host a Civic Reception for the World Basketball Championships, for up to 300 people, at the Hamilton Convention Centre on Sunday, 1994 August 7, at a cost of \$5,000; and,
- (b) That funding for this expenditure be charged to the Special Hosting Account No. CH 55314 84010.

**3. CONSENT AGENDA****A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE****(i) Minutes of the special meeting of the Finance and Administration Committee held Tuesday, 1994 June 14th**

The Committee was in receipt of the Minutes of the Special Meeting of the Finance and Administration Committee held on 1994 June 14 and these Minutes were adopted as circulated.

**(ii) Minutes of the regular meeting of the Finance and Administration Committee held Thursday, 1994 June 23rd**

The Committee was in receipt of the Minutes of the Finance and Administration Committee for its meeting held 1994 June 23 and these Minutes were adopted as circulated.

**B. TREASURER****(i) Funding - West Harbourfront Development Study Jobs Ontario Application**

The Committee was in receipt of a report dated 1994 July 14 from the Treasurer respecting the above-noted matter. The Committee approved the following:

That additional funding of \$100,000. required for the West Harbourfront Development Study being considered for an increase from \$300,000. to \$400,000. be financed from the Provincial Government's Jobs Ontario Community Action Program.

**(ii) Funding - Proposed construction of a combined sidewalk and curb on the south side of Brock Street from John Street to approximately 24m east of Hughson Street (frontage of 10 Brock Street)**

The Committee was in receipt of a report dated 1994 July 11 from the Treasurer respecting the above-noted matter. The Committee approved the following:

(a) That the City Solicitor be authorized to prepare an appropriate By-Law to construct a combined sidewalk and curb on the south side of Brock Street from John Street to approximately 24m east of Hughson Street (frontage 10 Brock Street) under the Local Improvement Act at an estimated cost of \$27,800., with a City's share of \$21,568. to be financed from the 1994 Capital Levy (Account Centre No. CH 22002) and the balance of \$6,232. being the Owner's share to be financed by the issuance of debentures for a period not to exceed 20 years; and,

(b) That application be made to the Regional Municipality of Hamilton-Wentworth to issue debentures in the amount of \$6,232. for a term not to exceed 20 years for the above project.

**(iii) Closure of Capital Projects**

The Committee was in receipt of a report dated 1994 July 12 from the Treasurer respecting the above-noted matter. The Committee approved the following:

That the City Treasurer be directed to close the following Capital Project account:

Capital Centre Number	Project Description	Authorized Gross Cost	Expended/Committed To Date	Balance Available	Source(s) of Financing
259041006	Y.W.C.A. Capital Grant	\$750,000.	\$750,000.	Nil	Reserve for Capital Projects

**(iv) Funding - Gourley Park - Tennis Club**

The Committee was in receipt of a report dated 1994 July 14 from the Treasurer respecting the above-noted matter. The Committee approved the following:

That the additional cost required for the construction of two tennis courts in Gourley Park in the amount of \$16,000. be allocated out of the 1994 Capital Contingency Account and financed from the Reserve for Capital Projects, Account Centre No. CH00203.

**(v) Funding - Ferguson Avenue between Barton and Cannon Streets - Jobs Ontario - Community Capital Application.**

The Committee was in receipt of a report dated 1994 July 15 from the Treasurer respecting the above-noted matter. The Committee approved the following:

That the additional funding of \$269,610. required for Ferguson Avenue between Barton and Cannon Streets being considered for the implementation of the landscaping and streetscaping component of the revitalization of Ferguson Avenue between Barton and Cannon Streets be financed from the Provincial Government's Jobs Ontario Community Action Program.

**(vi) Canada/Ontario Infrastructure Works Program**

The Committee was in receipt of a report dated 1994 July 14 from the Treasurer respecting the above-noted matter. The Committee approved the following:

That the Mayor and City Clerk be authorized to enter into an agreement satisfactory to the City Solicitor with the Federal and Province of Ontario Governments in relation to the Canada/Ontario Infrastructure Works for the following projects:



<u>Project Description</u>	<u>Gross Cost (Net of GST)</u>
(a) Road & Sidewalk Reconstruction Program	\$ 3,800,000.
(b) Ivor Wynne Stadium Improvements	2,673,055.
(c) Central Utilities Plant (C.U.P.) - Trigeneneration	6,064,500.
(d) Hamilton Society for the Prevention of Cruelty to Animals Inc.	4,800,000.
(e) Barrier Free Design Access - Recreation Buildings	268,000.
(f) Barrier Free Design Access - Recreation Buildings	188,000.
(g) Barrier Free Design Access - City Owned Buildings	<u>2,900,000.</u>
	<u>\$20,693,555.</u>

**C. CITY SOLICITOR - Debenture By-law - Capital Projects - 1994**

The Committee was in receipt of a report dated 1994 July 14 from the City Solicitor respecting the above-noted matter. The Committee approved the following:

That the by-law attached hereto and marked as Appendix "A" be enacted by City Council.

**D. ACTING DIRECTOR OF PUBLIC WORKS -Purchase of Two (2) Crew Cab Stake Dump Trucks, Fleet Services**

The Committee was in receipt of a report dated 1994 July 12 from the Acting Director of Public Works respecting the above-noted matter. The Committee approved the following:

That a purchase order be issued to Robert Slessor Pontiac Buick Inc., Grimsby, in the amount of \$68,671.10, including all applicable taxes, for the supply and delivery of two (2) Crew Cab Stake Dump Trucks, being the lowest of three quotations received in accordance with specifications issued by the Purchasing Division and Vendor's quotation, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

**E. COMMISSIONER OF HUMAN RESOURCES - Appointments to and terminations from permanent positions with the Corporation of the City of Hamilton to 1994 July 14**

The Committee was in receipt of a report dated 1994 July 12 from the Commissioner of Human Resources respecting the above-noted matter. The Committee approved the following:

That the listing of Appointments To and Terminations From Permanent Positions with the Corporation of the City of Hamilton to 1994 July 14, attached hereto and marked Appendix "B", be approved.

**F. DIRECTOR OF INFORMATION SYSTEMS - Closing of Various Capital Accounts**

The Committee was in receipt of a report dated 1994 July 12 from the Director of Information Systems respecting the above-noted matter. The Committee approved the following:

That the following capital accounts regarding information technology-related projects be closed and that the remaining funds be credited to the original source of funding as per the following table:

Capital Centre #	Project Description	Authorized Cost	Expended/Committed	Balance Available	Source of Funds
269251002	Network Replacement (1992)	\$139,000.	\$138,296.	\$ 704.	Reserve for Capital
269051013	Computer Software (1990)	\$125,000.	\$121,090.	\$3,910.	Reserve for Capital
269051015	Computer Software (1989)	\$150,000.	\$145,860.	\$4,140.	Reserve for Capital
268851002	Computer Software (1988)	\$125,000.	\$124,936.	\$ 64.	Reserve for Capital
268851001	Computer Environment Improvements	\$ 50,000.	\$ 49,683.	\$ 317.	Reserve for Capital
268751002	Computer Software (1987)	\$141,650.	\$141,586.	\$ 64.	Capital Levy
268651002	Data Base 4th Generation Language (1986)	\$550,000.	\$549,368.	\$ 632.	Capital Levy
Total				\$9,831.	

#### G. CITY CLERK

##### (i) Use of City Facilities - C.N.I.B. Walkathon

The Committee was in receipt of a report dated 1994 July 12 from the City Clerk respecting the above-noted matter. The Committee approved the following:

- (a) That approval be given to the request of the C.N.I.B. to use the Forecourt and related equipment for an assembling and registration point for the C.N.I.B. Walkathon from 9:00 a.m. - 11:00 a.m. on Sunday, 1994 August 28; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

##### (ii) Use of City Facilities - Take Back the Night Committee

The Committee was in receipt of a report dated 1994 July 12 from the City Clerk respecting the above-noted matter. The Committee approved the following:

- (a) That approval be given to the request of the Take Back the Night Committee to use the City Hall Forecourt, first floor foyer and washrooms on Thursday, 1994 September 22, from 6:00 o'clock p.m. to 11:00 o'clock p.m., for a rally in conjunction with the annual Take Back the Night March; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

(iii) Use of City Facilities - Police Services Act - Board of Inquiry

The Committee was in receipt of a report dated 1994 June 24 from the City Clerk respecting the above-noted matter. The Committee approved the following:

- (a) That approval be given to the request of the Police Services Board of Inquiry to use the City Hall Council Chamber and Room 264 for a Board of Inquiry hearing and retiring room on 1994 October 6, 7, 12, 13, 14, 17, 19, and 25 from 9:00 a.m. to 5:00 p.m. and on 1994 October 26, from 9:00 a.m. to 3:00 p.m.; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activity.

(iv) Use of City Facilities - Tele-Touch

The Committee was in receipt of a report dated 1994 July 18 from the City Clerk respecting the above-noted matter. The Committee approved the following:

- (a) That approval be given to the request of Tele-Touch, a United Way Agency, to use the City Hall forecourt on Friday, 1994 August 12, from 10:30 a.m. to 2:30 p.m., for a Hot Dog Sale in aid of the United Way; and,
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**H. DIRECTOR OF PROPERTY**(i) Direct Purchase of Natural Gas

The Committee was in receipt of a report dated 1994 July 15 from the Director of Property respecting the above-noted matter. The Committee approved the following:

That the Corporation of the City of Hamilton exercise its third year option under the current agreement with Wascana Energy (formerly Saskatchewan Oil and Gas Corporation) for the supply of natural gas on a direct purchase basis to all City owned buildings, and accept their offer to extend the current agreement from 1994 July 1 to 1994 November 1 at a price of \$1.97/Gigajoule.

(ii) Surplus Board of Education Properties

The Committee was in receipt of a report dated 1994 July 12 from the Director of Property respecting the above-noted matter. The Committee approved the following:

That approval be given to advise the Board of Education for the City of Hamilton that the following properties, which are surplus to the Board's requirements, are not required for any municipal purpose at this time:

- Brantdale School
  - 15 Brantdale Avenue
  - Square footage approximately 15,531
  - Situated on a 1 acre site

- Onteora School - 243 Fennell Avenue East  
- Square footage - two buildings - 1923 - approx. 5,354  
- 1961 - approx. 18,300
- Ridge School - 1289 Upper James Street  
- Square footage - approximately 11,655  
- Situated on a 1.45 acre site
- Vacant Site - 0.338 acre site - located at corner of Millwood Place and  
Fielding Drive in the Bruleville Neighbourhood
- Vacant Site - 6 acre site - located off Nash Road between Nugent  
Drive and Kentley Drive in the Kentley Neighbourhood

**I. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items**

The Committee was in receipt of a report dated 1994 July 18 from the Secretary of the Finance and Administration Committee respecting the above-noted matter. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - FCM - The GST Report and Municipal governments - letter dated 1994 July 8
- (b) Information Report - Treasurer - Sale of properties for tax arrears - dated 1994 July 18th
- (c) Correspondence - Ontario Provincial Police Association - invitation to attend the Second Annual Symposium on Policing - 1994 September 20-21 - letter dated 1994 July 7th
- (d) Correspondence - Association of Municipalities of Ontario - Request for Nominations to the 1994-95 AMO Board of Directors
- (e) Correspondence - Notification of Intent to amend AMO's Governing By-law - letter dated 1994 June 30th
- (f) Correspondence - Ministry of Finance - Charges for supplementary assessments - letter dated 1994 June 15th.
- (g) 1993-1994 Annual Review - Federation of Canadian Municipalities - International Office
- (h) Correspondence - Town Clerk, Town of Newmarket - Resolution - Bell Canada, Gross Receipts Tax System, Provincial Review of System - letter dated 1994 June 15th
- (i) Correspondence - City of London - opposition to Bill 120 - letter dated 1994 June 21st.
- (j) Correspondence - City of Toronto - Resolution - Injection Drug User (IDU) Project Progress Report - letter dated 1994 June 14th
- (k) Real Estate Division of the Property Department - Services to the Region for the Second Quarter of 1994



- (l) Correspondence - City of Toronto - resolution - Queen Street Mental Health Centre - letter dated 1994 July 4th
- (m) Minutes - Hamilton Status of Women Sub-Committee - meetings held 1994 June 8, June 2 and May 5th
- (n) Correspondence - City of Brampton - resolution - Charges for Supplementary Assessment - letter dated 1994 July 6th
- (o) Correspondence - Town of Newmarket - resolution - Provincial fee for supplementary assessments - letter dated 1994 June 23rd.
- (p) Correspondence - FCM - Request for resolutions for consideration at the 1994 September meeting of FCM National Board of Directors - letter dated 1994 June 28th
- (q) Copy of correspondence to the Region - Town of Flamborough - municipal trunking communication project - letter dated 1994 June 27th
- (r) Information Report - Treasurer - Status of Hosting, Receptions and related accounts as at 1994 June 30th - report dated 1994 July 12
- (s) Information Report - Treasurer - Status of unclassified revenue and expenditures as at 1994 June 30th - report dated 1994 July 12th
- (t) Correspondence - Minister of Municipal Affairs - Open Local Government and Bill 163 - letter dated 1994 June

4. **CORRESPONDENCE - Association of Municipalities of Ontario - Request for the City to appoint one member of Council to serve on the new Large Urban Section Executive of AMO**

The Committee was in receipt of correspondence from the Association of Municipalities of Ontario respecting the above-noted matter. The Committee approved the following:

That Alderman Bob Charters be appointed to serve as the City of Hamilton representative on the new Large Urban Section Executive of the Association of Municipalities of Ontario.

5. **DIRECTOR OF PROPERTY - Security and General Maintenance Improvements - City Hall - Aldermen's receptionist area**

The Committee was in receipt of a report dated 1994 May 17 from the Director of Property respecting the above-noted matter to deal with recommendation (a) (iii) respecting security improvements to the Aldermen's receptionist's workstation that was tabled by the Committee at its meeting held 1994 May 26. The Committee approved the following:

- (a) That the Director of Property be authorized to proceed with security improvements at the workstation of the Aldermen's receptionist, which include a 20" high glass enclosure, a full counter top and two half height doors and electrical alterations to remove a potential safety hazard at an estimated cost of \$3,250.; and,
- (b) That the cost of undertaking this security improvement be charged to the Capital Budget Account - City Hall Accommodation Requirements.

**Note:** Alderman Agro wished to be recorded as opposed to this motion.

6. **BUILDING COMMISSIONER - West Avenue School - 255 West Avenue North - Mural Art Project**

The Committee was in receipt of a report dated 1994 July 14 from the Building Commissioner respecting the above-noted matter. The Committee approved the following:

That approval be given for the use of the north and east walls of the gymnasium of West Avenue School, 255 West Avenue North, for the placement of a wall mural directly on the wall itself subject to the following conditions:

- (a) That all paint will be restricted to exterior latex; and,
- (b) That the final design and mural placement will be subject to review by the City's Art Co-ordinator.

7. **TREASURER - Awarding of Contract for the Revised Tax Bills and other Tax Related Forms**

The Committee was in receipt of a report dated 1994 July 18 from the Treasurer respecting the above-noted matter. The Committee approved the following:

That Moore Business Communications Services be awarded the contract for the laser printing, folding, insertion and mailing of Realty and Business Tax Bills and other tax related forms for the period commencing 1994 September 1 to 1995 December 31 at an estimated cost of \$46,000. (lowest of 2 proposals received).

8. **CITY SOLICITOR -Sun Studios Tanning Centre Limited and By-law 93-071**

The Committee was in receipt of a report dated 1994 July 14 from the City Solicitor respecting the above-noted matter. The Committee approved the following:

That the City Solicitor be authorized to file a Notice of Leave to Appeal to the Court of Appeal in the prosecution of Sun Studios Tanning Centre Limited concerning the licensing of transient vendors under By-law No. 93-071.

9. **CITY CLERK**

(a) **Criteria and Procedure to establish New Bingo Halls and Upgrade or Relocate Existing Bingo Halls**

The Committee was in receipt of a report dated 1994 May 24 from the City Clerk respecting the above-noted matter.

Questions were raised by some Committee Members why this responsibility has not been delegated to the Licensing Committee. The City Clerk and City Solicitor indicated that there is a potential for conflict should the Licensing Committee assume this responsibility.

Given the above, the Committee agreed to table this matter to the next meeting pending a legal opinion on the possible conflict.

(b) Hosting of Conference - Municipal Law Enforcement Officers' Training Seminar and Annual Meeting

The Committee was in receipt of a report dated 1994 July 15 from the City Clerk respecting the above-noted matter. The Committee approved the following:

- (a) That the City of Hamilton contribute a maximum of \$8,000. towards the cost of hosting the 1994 Municipal Law Enforcement Officers' Training Seminar and Annual Meeting to be held in Hamilton on 1994 September 11 - 15; and,
- (b) That this expenditure be charged to the Hosting of Conferences with Municipal Subject Content Account No. CH 55307 80040.

10. DIRECTOR OF PROPERTY

(a) Underground Parking Garage beneath Commonwealth Square

The Committee was in receipt of a report dated 1994 June 27 from the Director of Property respecting the above-noted matter. The Committee approved the following:

That the Lease Agreement between the City and the Parking Authority with respect to the office and workshop space it occupies at the underground parking garage beneath Commonwealth Square, be cancelled effective 1993 January 1, since the Parking Authority by Council Resolution is now totally responsible for the entire operation of the garage including repairs and maintenance, and the Parking Authority basically acts as an owner.

(b) Offer to Purchase City owned lands - 1306 Upper Wellington Street, Primecan Holdings Inc.

The Committee was in receipt of a report dated 1994 July 14 from the Director of Property respecting the above-noted matter.

Alderman Anderson raised some concerns respecting the proximity of the property to lands designated for parks and recreational purposes.

After considerable discussion, the Committee approved the following:

That this matter be tabled to the next meeting of the Finance and Administration Committee and that the Director of Local Planning be requested to comment on the sale of this property, including the costs of servicing this lot.

11. PRIVATE AND CONFIDENTIAL AGENDA

The Committee was in receipt of a Private and Confidential Agenda and approved the following:

AA. COMMISSIONER OF HUMAN RESOURCES

(i) Memorandum of Agreement - C.U.P.E. Local 1041

That the Memorandum of Agreement dated 1994 June 22, as settlement of a Joint Job Evaluation Programme between the Corporation of the City of Hamilton and C.U.P.E. Local 1041 be approved and implemented in accordance with the terms therein.



(ii) Memorandum of Agreement - Hamilton Professional Fire Fighters Association, Local 288

That the Memorandum of Agreement between the Corporation of the City of Hamilton and the Hamilton Professional Fire Fighters Association (H.P.F.F.A.) Local 288, dated 1994 June 15, be approved and implemented in accordance with the terms therein.

(iii) Update - Employment Equity legislation

The Committee was in receipt of an Information Report dated 1994 July 20 from the Commissioner of Human Resources respecting the above-noted matter. The Commissioner of Human Resources indicated that this report is not Private and Confidential and proceeded to provide an overview of the proposed Employment Equity Act and the impact it will have on the Corporation.

The Information Report was received as circulated and the Commissioner of Human Resources was directed to continue preparatory work into the proposed legislation and report back to the Committee in 1995 January.

**BB. CITY SOLICITOR AND DIRECTOR OF PUBLIC WORKS - City of Hamilton -ats-Parkes; Ontario Court General Division Action #1983/85**

- (a) That the City agree to contribute \$100,000. toward resolution of the claims of Susan Parkes et.al in Ontario Court (General Division) Action #1983/85, said sum representing the City's deductible on its Automobile Insurance Policy at the applicable time; and,
- (b) That the Plaintiffs be required to provide a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action #1983/85 be dismissed as against the City of Hamilton without costs.

**12. OTHER BUSINESS**

a) ADDED - TREASURER - Financing of Replacement of City-owned Tents

The Committee was in receipt of an added report dated 1994 July 20 from the Treasurer respecting the above-noted matter that was approved by the Parks and Recreation Committee at its meeting held 1994 July 19. The Committee approved the following:

That the cost to replace the City-owned tents estimated at \$8,000. be charged to the Unclassified Account Centre No. CH 24201.

b) ADDED - TREASURER - Financing of the Hanging Flower Baskets - Westdale Village B.I.A.

The Committee was in receipt of an added report dated 1994 July 21 from the Treasurer respecting the above-noted matter.



The following recommendation was made:

That the cost to reimburse the Westdale Village B.I.A. to water the Hanging Flower Baskets estimated at \$2,252. as recommended by the Planning and Development Committee, be financed within the overall Streets Division Current Operating Budget, Centres # CH 60xxx. - **Motion Lost**

After considerable discussion, the Committee approved the following:

That the Chief Administrative Officer be directed to prepare a report for the next Finance and Administration Committee meeting indicating the total costs to the City to water all hanging flower baskets in all of the City's B.I.A.'s; whether or not there is a conflict in approving this funding given that this expenditure was eliminated in the budget process; and, where the money for this expenditure is coming from and what projects/programs will have to be cancelled/cut if the City agrees to pay this cost.

c) **ADDED - ALDERMAN ROSS - Walkway Between Fonthill Road and Upper Paradise Road**

Alderman Ross advised Committee Members that he was in receipt of a letter dated 1994 July 6 from the Property Manager, Lounsbury Management Services, advising the City that the Board of Directors of the Condominium Corporation have agreed to close the walkway between Fonthill Road and Upper Paradise Road effective 1994 September 1.

After some discussion, the Committee approved the following:

That the Director of Property be directed to prepare a report for the 1994 August meeting of the Finance and Administration Committee outlining the costs involved in keeping the walkway between Fonthill Road and Upper Paradise Road open.

13. **ADJOURNMENT**

There being no further business, the meeting then adjourned.

**Taken as read and approved,**

**Alderman Don Ross, Chairperson  
Finance and Administration Committee**

**Charlene J. Touzel, Acting Secretary  
1994 July 21**

**CJT/dbm**

The Corporation of the City of Hamilton

Appendix "A" as referred to in  
Section 3. C. of the 1994 July 21  
Finance and Administration  
Committee Minutes

BY-LAW NO. 94-

To Authorize

## 1994 DEBENTURE PROJECTS AND AMOUNTS

WHEREAS Ontario Regulation 710/92 enacted under the authority of the Municipal Act, R.S.O. 1990, Chapter M.45, establishes a limit for a municipality's debt obligations which do not require the approval of the Ontario Municipal Board;

AND WHEREAS the Council of The Corporation of the City of Hamilton in adopting Item 1 of the Fourth Report of the Committee of the Whole on March 29, 1994 authorized the projects appearing in Schedule "A" to this By-law;

AND WHEREAS the financial commitments, liabilities and debt charges of the projects listed in Schedule "A" and The Corporation of the City of Hamilton's other debts and debt charges will not exceed the City's debt limit as specified by the Municipal Act and Regulation 710/92;

AND WHEREAS on June 27, 1994, the Federal Government and Provincial Government approved the projects appearing on Schedule "A" as part of the Infrastructure Program;

NOW THEREFORE the Council of the Corporation of the City of Hamilton enacts as follows:

1. The projects listed in Schedule "A" attach to and form part of this By-law and are hereby approved.
2. The City Treasurer is authorized to arrange the issuance of the necessary debentures to a maximum of \$3,276,352.00 for a term not to exceed twenty years by The Regional Municipality of Hamilton-Wentworth and chargeable to the City.
3. The proper officials of The Corporation of the City of Hamilton are hereby authorized and directed to do all such things necessary to give effect to this By-law.

PASSED this 26th day of July, 1994.

City Clerk

Mayor

SCHEDULE "A" TO BY-LAW 94

<u>Project</u>	<u>Gross Cost</u>	<u>Federal &amp; Provincial Subsidies</u>	<u>Debenture Amount</u>	<u>Term of Debenture</u>
1) Barrier Free Design Access - All City Owned Buildings	\$2,900,000	\$1,933,333	\$ 966,667	20 years
2) Barrier Free Design Access - Recreation Buildings (Dalewood)	188,000	125,333	62,667	20 years
3) Ivor Wynne Stadium Improvements	2,673,055	1,782,037	891,018	20 years
4) Roadway & Sidewalk Reconstruc- tion - Various Locations	3,800,000	2,533,333	1,266,667	20 years
5) Barrier-Free Access- Recreation Buildings	<u>268,000</u>	<u>178,667</u>	<u>89,333</u>	20 years
<b>TOTALS</b>	<u>\$9,829,055</u>	<u>\$6,552,703</u>	<u>\$3,276,352</u>	

NET/AM/DEBENTU2.94

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Scott Abbott	I	Forester III (D-12)	Public Works	Replacing Mr. R. Parsik - promoted, April 30/94	\$35,322.56	June 27/94
Mr. Angelo Amore	I	Traffic Signs & Markings Specialists (11-E)	Traffic	Replacing Mr. P. Dubord - absent with permission	\$29,714.88 to \$32,754.28	May 11/94
Mr. Edgardo Andaya	I	Truck Driver (D-13A)	Public Works	Replacing Mr. A. Rothead - promoted, May 02/94	\$35,686.56	June 06/94
Mr. Mark Andrechek	I	Rink Attendant I (D-16)	Culture & Recreation	Replacing Mr. F. LaLonde - retired, June 30/94	\$36,780.64	June 20/94
Ms. Joyanne Beckett	E	Customer Service Rep/ Plan Examiner (21-D)	Building	Replacing Ms. Z. Kristie - promoted, May 01/94	\$37,883.04 to \$43,825.60	June 13/94
Ms. Sara Bradley	E	Customer Service Rep/ Plan Examiner (21-D)	Building	Additional Staff Council Approved February 11/94	\$37,883.04 to \$43,825.60	June 13/94

Prepared July 14/94

Status

Internal - I

External - E

Appendix "B" as referred to in  
Section 3. E. of the 1994 July 21  
Finance and Administration  
Committee Minutes



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Patrick Fournier	I	Truck Driver (D-13)	Public Works	Replacing Mr. J. Zizek - transferred, May 02/94	\$35,686.56	June 13/94
Mr. Roland Gosselin	I	Truck Driver (D-13)	Public Works	Replacing Mr. J. Wotta - transferred, May 02/94	\$35,686.56	June 13/94
Mr. Joel Luke	I	Gardener III (D-7)	Public Works	Returning to former position	\$33,496.32	May 30/94
Mr. Lawrence Lupton	I	Signs & Markings Specialist (11-C)	Traffic	Replacing Mr. R. Jones - promoted, March 01/94	\$28,956.20 to \$31,989.88	June 20/94
Ms. Marianne Lyon	E	Building Inspector (D-15A)	Building	Replacing Mr. J. Walker - deceased, Jan. 16/92	\$42,280.16 to \$48,626.76	June 13/94
Mr. Randy Manuel	I	Gardener I (D-17)	Public Works	Replacing Mr. F. Giannini - returning to former position	\$37,146.72	May 30/94
Ms. Jacqueline Maxwell	I	Parking Control Officer (13-I)	Traffic	Replacing Ms. Melissa Eberhardt - promoted, July 19/93	\$32,560.32 to \$37,396.32	May 23/94

Prepared July 14/94

Status
Internal - I
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Ms. Erin McClintock	E	Customer Service Rep/ Plan Examiner (21-D)	Building	Replacing Mr. R. Kuipers - promoted, April 01/94	\$37,883.04 to \$43,825.60	June 13/94
Mr. Harold Mestekemper	I	Sanitation Worker 2-Man Crew (D15-G)	Public Works	Conversion to 2-Man Crew - Approved by Committee of the Whole, Feb. 11/94	\$36,670.40	May 30/94
Ms. Alison Orr	E	Building Inspector (25-A)	Building	Replacing Mr. David Gibson - retired, Dec. 31/93	\$42,280.16 to \$48,626.76	June 13/94
Mr. Karl Riimand	I	Gardener I (D-17)	Public Works	Replacing Mr. L. Cialini - promoted, May 16/94	\$37,146.72	June 13/94
Mr. Robert Taylor	I	Truck Driver (D-13)	Public Works	Replacing Mr. D. Hitzroth - promoted, May 02/94	\$35,686.56	June 13/94

Prepared July 14/94

Status

Internal - I  
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Brian Vance	I	Truck Driver (D-13)	Public Works	Replacing Mr. D. Thomas - transferred, May 09/94	\$35,686.56	June 13/94
Mr. Tien Vuong	I	House Plan Examiner (19-A)	Building	Replacing Mr. F. Genovese - promoted, April 01/94	\$36,392.72 to \$42,130.92	May 31/94
Mr. Don Williams	I	Fire Safety Officer (C7A)	Fire	Replacing Mr. F. Biancucci - promoted, May 08/94	\$57,934.32	June 01/94

Prepared July 14/94

Status

Internal - I

External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Marcel Bellehumeur	Lead Hand Welder	Public Works	Retired (Early)	27 years, 1 month	June 30/94
Mr. Edward Ciesielski	Supervisor Stores	Treasury	Retired (Early)	36 years	June 30/94
Mr. Peter Fidanza	Labourer	Public Works	Retired	15 years, 2 months	June 30/94
Mr. Steven Fish	Roller Operator	Public Works	Retired (Early)	22 years	June 30/94
Mr. Sam Gentile	Lead Hand/Truck Driver	Public Works	Retired (Early)	24 years	June 30/94
Mr. Frederick LaLonde	Rick Attendant I	Culture & Recreation	Retired (Early)	28 years, 10 months	June 30/94
Mr. Anton Paver	Labourer	Public Works	Retired (Early)	32 years, 1 month	June 30/94
Mr. Matteo Sassanelli	Concrete Finisher	Public Works	Retired (Early)	2 years, 11 months	April 29/94
Mr. Richard Senger	Assistant Supervisor Taxation-Realty	Treasury	Retired (Early)	33 years, 6 months	June 30/94
Mr. Dave Smith	Traffic Checker	Traffic	Terminated	20 years	May 25/94
Mr. Gary Vickers	Labourer	Public Works	Retired (Early)	25 years, 10 months	June 30/94

Prepared July 14/94

### Glossary of Terms

Terminated - long term disability  
 - discharge  
 - downsizing  
 - redundant

Resigned - personal betterment  
 - personal reasons





B.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 3

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P.Eng  
Chief Administrative Officer

**SUBJECT:** Volunteer Centre  
Fourth Annual Indoor Golf Tournament

**RECOMMENDATION:**

That the recommendation approved by City Council on June 28, 1994 for the Volunteer Centre Fourth Annual Indoor Golf Tournament, March 03, 1995 be amended to February 24, 1995 and to include the use of the second floor lobby on February 23, 1995 for the City Hall staff registration and to play the course.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

Finance and Administration Committee approved the initial recommendation on June 23, 1994 and Council on June 28, 1994. At that time staff were unaware that there could be a potential conflict with the approved date. The March 03, 1995 date is the World Day of Prayer and the Council Chambers are booked.

The new date proposed has no anticipated conflicts at this time.

/smo



C.

MEMO TO: Mrs. Susan Reeder, Secretary  
FINANCE AND ADMINISTRATION COMMITTEE

COPY TO: Mr. A. Ross  
City Treasurer

FROM: Patricia Bennett, Secretary  
H.E.C.F.I.

DATE: July 22, 1994

SUBJECT: CLOSING OF CAPITAL ACCOUNTS

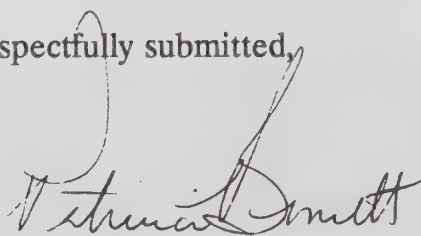
At its Regular Meeting, the H.E.C.F.I. Board of Directors directed that the City's Finance and Administration Committee be apprised of the Board's approval to close the following Capital Project accounts with \$130,448.68 of the excess financing returned to the H.E.C.F.I. Reserve Account for Capital Projects and \$10,000. returned to the Hamilton Place Capital Improvement Fund which were the original sources of funding:

Capital Centre Number	Project Description	Authorized Gross Amount	Expended/ Committed To Date	Balance Available
CF 929151017	Convention Centre; Equipment and Renovations	\$ 10,000.00	\$ 9,800.00	\$ 200.00
CF 928941001	Hamilton Place; Great Hall Banners	130,000.00	129,999.40	0.60
CF 929151022	Hamilton Place; Various Equipment and Renovations	\$ 65,000.00	\$ 64,993.35	\$ 6.65
CF 929051002	Copps Coliseum; New Equipment and Renovations	50,000.00	49,819.40	180.60



Capital Centre Number	Project Description	Authorized Gross Amount	Expended/ Committed To Date	Balance Available
CF 929151015	Copps Coliseum; Revisions, Replacements - Building and Equipment	75,000.00	74,939.17	60.83
CF 929441032	Copps Coliseum; Cash Management System	130,000.00	0.00	130,000.00
<b>Total of Projects Funded from the HECFI Reserve for Capital Projects</b>				<b>\$130,448.68</b>
<b>Project Funded from the Hamilton Place Capital Improvement Fund</b>				
CF 929041011	Hamilton Place; Great Hall Banners	\$182,019.00	\$172,019.00	\$ 10,000.00

Respectfully submitted,



Patricia Bennett

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D.

**DATE:** 1994 August 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Use of City Facilities - Aboriginal Coalition on Taxation  
for Aboriginal Inherent Rights

**RECOMMENDATION:**

- (a) That approval be given to the action taken by the City Clerk in authorizing the Aboriginal Coalition on Taxation for Aboriginal Inherent Rights to use the forecourt and related equipment on Thursday, 1994 August 11 at 10:00 a.m. for a rally.
- (b) That the City Clerk be authorized to approve of a similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A



**BACKGROUND:**

The Aboriginal Coalition on Taxation for Aboriginal Inherent Rights, with the approval of the Mayor's Office, is requesting approval to use the forecourt for a rally to support Native rights both on and off reserves prior to proceeding to the Revenue Canada offices.

The Coalition advises that everyone is needed and welcome to attend.

c. Mayor's Office

Rob Swan, Manager, Property Maintenance Division

Information Desk



E.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 17

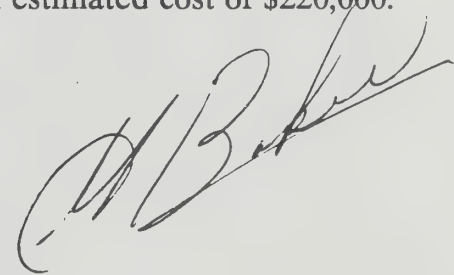
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Chief G. Baker  
Hamilton Fire Department

**SUBJECT:** Replacement of One Fire Department Rescue Vehicle

***RECOMMENDATION:***

That funds be allocated from the Reserve for Replacement of Mobile Equipment for the replacement of a Fire Department Rescue Vehicle, in the total estimated cost of \$220,000.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funds are available in the Reserve for Replacement of Mobile Equipment.

***BACKGROUND:***

The recommendation is to replace vehicle #1658, a 1980 G.M.C. Brigadier with 105,000 kilometers. Normal scheduled year for replacement of vehicle is 1995. This vehicle was removed from service due to safety concerns as a result of multiple cracks in the frame rails. Repairs to this vehicle were not considered cost effective due to the age of the vehicle and condition of the body.

cc A. Ross, City Treasurer  
C. Guthro, Manager of Fleet Services  
S. Chandrashekar, Supervisor of Accounting





F. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 17

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. Allan C. Ross  
Treasurer

**SUBJECT:** Financing contribution to the 1994 Ontario Museum  
Association Annual Conference to be held in Hamilton,  
1994 October 20-23

**RECOMMENDATION:**

- a) that the amount of \$4,500 contribution to assist in defraying the costs of the 1994 Ontario Museum Association Annual Conference in Hamilton, 1994 October 20-23 be financed from the Hosting of Conferences with Municipal Subject Content Account Ch 55307 80040.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There are sufficient budgeted funds within the above noted account.

**BACKGROUND:**

Parks and Recreation Committee at their meeting 1994 August 23, will be considering a report from the Culture and Recreation Department requesting a City of Hamilton contribution to assist in defraying the costs of this conference. The report identified a direct benefit to the Convention Centre of approximately \$9,300 in rental fees and concessions. In addition, Regional Economic Development has suggested that the economic impact to the City for the Conference would be \$490,000.

If the Parks and Recreation Committee agree to this contribution, then there are budgeted funds within the Hosting of Conferences with Municipal Subject Content account, which is the appropriate account for this type of event and contribution.



F. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** City's Share of Services related to Subdivisions

**RECOMMENDATION:**

That the City's share of services in Wisemount Estates - Phase 6 for a total of \$31,883.00 be financed from Centre No. CH 00107 - "Reserve for Services Through Unsubdivided Lands".

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net amount to be financed for all 1994 projects related to subdivision expenditures, including this recommendation, is \$201,046.54. The 1994 Capital Budget includes a provision of \$1,236,000 for the City's share of subdivision expenditures in 1994.

**BACKGROUND:**

The Transport and Environment Committee will be considering this report at their meeting of 1994 August 22. The details of the project cost are outlined in the attached report from E.M. Gill, Senior Director, Roads Department, dated 1994 August 3.

NRA/an  
Att'd

c.c. E.M. Gill, Senior Director, Roads Department  
Kevin C. Christenson, Secretary, Transport and Environment Committee  
D. W. Vyce, Director of Property





CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1994 August 3  
5723-65 P. Strong

REPORT TO: K. Christenson, Secretary  
Transport and Environment Committee

FROM: E. M. Gill, P. Eng.  
Senior Director

SUBJECT: 1994 Servicing Expenditures Related to Subdivisions  
(R-94-63)

TREASURY	
1994 AUG 16	
ROUTE	REC'D
A.C.R.	✓
I.R.M.	✓
G.S.	✓
T.W.D.	✓
T.B.	✓
G.C.	✓
A.M.	✓

*Superintendent*  
*report*

RECOMMENDATION:

- a i) That the submitted schedules of works be adopted for inclusion in the Subdivision Agreement with the Owner for the estimated costs of services in;

" WISEMOUNT ESTATES - PHASE 6 ", Hamilton

City's Share \$31,883.00 Subdivider's Share \$151,706.48

- ii) That the Mayor and City Clerk be authorized and directed to execute the proposed Subdivision Agreement with the Owner of "Wisemount Estates - Phase 6", Hamilton and any other related documents for this Subdivision subject to the approval of the City Solicitor.
- iii) That approval of the above-noted clauses be subject to the condition that no work be commenced until the Final Plan and Subdivision Agreement have been registered.
- iv) In the event that the owners wish to proceed prior to the registration of the Final Plan and Subdivision Agreement being registered they should be allowed to do so at their own risk provided that they enter into a standard agreement with the City of Hamilton for pre-servicing.
- b) That the City's share for the costs of services in "Wisemount Estates - Phase 6" (\$31,883.00) be approved and the Finance and Administration Committee recommend the source of funding for this project.

*E. M. Gill*  
E. M. Gill, P. Eng.

cont'd...

1994 August 3

1994 Servicing Expenditures Related to Subdivisions (R-94-63)

cont'd...

***FINANCIAL/STAFFING/LEGAL IMPLICATIONS:***

**" WISEMOUNT ESTATES - PHASE 6 ", HAMILTON**

The total estimated costs of the City's share of services to be approved at this time for this development is \$31,883.00.

The City's share of costs (\$31,883.00) is associated with the cost of construction of City services for Embassy Drive which are recoverable in the future, when the adjacent lands develop.

The estimate for the cost sharing between the City and the owner is in accordance with current City policy. (see Schedule "A")

***BACKGROUND:***

**" WISEMOUNT ESTATES - PHASE 6 ", HAMILTON**

At its meeting of September 27, 1983 City Council approved the draft plan for Wisemount Forest Survey Phase III, now known as Wisemount Estates. The owner, 822827 Ontario Inc., wishes to proceed with the development of Wisemount Estates - Phase 6 at this time. One of the conditions of draft plan approval requires the owner to enter into a Subdivision Agreement with the City of Hamilton in order to satisfy engineering and financial requirements of the City. The development of Wisemount Estates - Phase 6 will result in the creation of 10 single family lots, and provisions for an additional 6 Lots in the future for residential use.

The total estimated costs of the City's share of services to be approved at this time for this development is \$31,883.00. The City's share of costs is associated with the construction of the portion of Embassy Drive adjacent to this subdivision and is recoverable when the adjacent lands develop.

The estimate for the cost sharing between the City and the owner is in accordance with current City policy. (see Schedule "A")

The lands of Wisemount Estates - Phase 6 are located west of Upper Kenilworth Avenue between Landron Avenue and Limeridge Road East in the Lisgar Neighbourhood.

ps

cc: A. C. Ross, City Treasury Department  
cc: M. Watson, Real Estate Division, City Property  
cc: Councillor D. Ross, Chairman, Fin. & Administration Committee  
cc: S. Reeder, Secretary, Fin. & Adm. Com. T&E/Disc/PS

# 1994 SUBDIVISION EXPENDITURE SUMMARY

Name of:

- SUBDIVISION DEVELOPER
- CONSULTANT
- SURVEYOR

## CITY'S SHARE OF EXPENDITURES

# OF LOTS and LOCATION	SUBDIVISION AGREEMENT AUTHORIZATION	DESCRIPTION OF WORKS	0.3 METRE RESERVE COSTS	NON-RECOVERABLE & OVERSIZED COSTS	TOTAL CITY'S SHARE	TOTAL SUBDIVIDER'S SHARE	TOTAL SERVICING COSTS
10 LOTS HAMILTON	Council 83-09-27 ITEM 4(b) P+D Report 19-83	Catch Basins & Connections Curbs & Sidewalks Finished Roads Dead End Barricade Street Lighting Seeding/Sodding Sewers & Watermain	\$3,971.21 \$9,506.48 \$15,823.76 \$162.00 \$972.00 \$1,447.55 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$31,883.00	\$119,823.48	\$151,706.48

WISEMOUNT ESTATES  
PHASE 6  
822827 ONTARIO INC.  
URBEX ENGINEERING LIMITED  
S.J. BALABAN, O.L.S.  
FILE NO S723-65

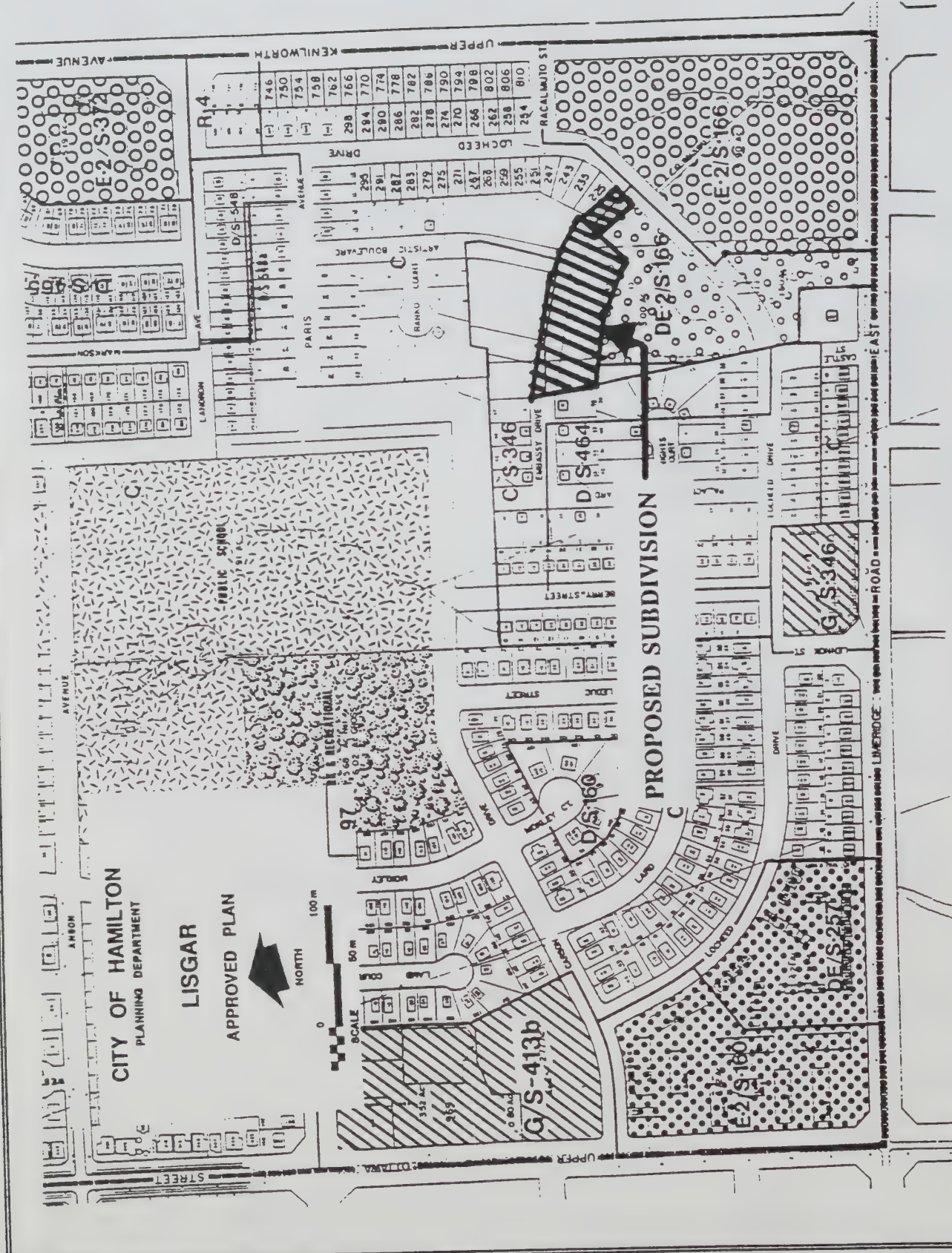
TOTALS:

\$31,883.00 \$0.00 \$31,883.00 \$119,823.48 \$151,706.48

Schedule "A"

- \* OVERSIZING EXPENDITURES are Non - Recoverable
- \* 0.3 METRE RESERVE EXPENDITURES are Fully Recoverable





"KEY PLAN" FOR WISEMOUNT ESTATES - PHASE 6

F. (000)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 22

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Purchase of 52 Holly Avenue, Hamilton  
Margaret Hutchinson  
McAnulty Neighbourhood Park

**RECOMMENDATION:**

That the increased cost of land acquisition for McAnulty Neighbourhood Park (Account Centre No. CF 628650002) in the amount of \$60,000, being revised from \$90,000 to \$150,000 due to the acquisition and demolition of 52 Holly Avenue, be financed from the Reserve for Park Lands, Account Centre No. CH 00201.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The 1994 Capital Budget includes a provision for the acquisition of park lands in the gross amount of \$400,000 to be financed from the Reserve for Park Lands. The land acquisition cost approved in 1994, including this recommendation, amounts to \$233,597.05.

Of the \$90,000 originally approved for this project, \$27,570 remains unspent and available for this acquisition. The additional \$60,000 will provide sufficient funding for the total costs of \$77,000 plus related expenses.

**BACKGROUND:**

This item is to be considered by the Parks and Recreation Committee on 1994 August 23. The details of this project are outlined in the attached letter from D.W. Vyce, Director of Property dated 1994 August 8.

NRA/an  
Attach.

c.c. D. W. Vyce, Director of Property  
P. Noé Johnson, City Solicitor  
Kevin C. Christenson, Secretary, Parks and Recreation Committee  
B. Chrystian, Manager of Parks, Public Works Department  
C. Bandurka, Property Clerk, Surveys, Roads Department



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

TREA	
1994 AUG 10	
COMM	
AG	
TR	
TR	
CE	
AN	

**DATE:** 1994 August 8

**REPORT TO:** Kevin C. Christenson, Secretary  
Parks and Recreation Committee

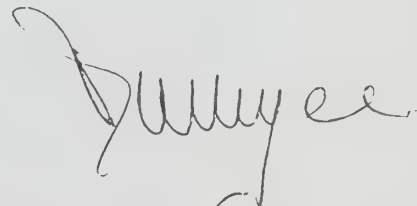
**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Purchase of 52 Holly Avenue, Hamilton  
Margaret Hutchinson  
McAnulty Neighbourhood Park

**RECOMMENDATION:**

1. That an Option to Purchase, duly executed by Margaret Hutchinson on 1994 July 13, and scheduled to close on or before 1994 October 31, for the property known as Lot 215, Plan 505 in the geographic Township of Barton, now in the City of Hamilton, having a frontage of 7.62 metres (25 feet) more or less, along the easterly limit of Holly Avenue and a depth of 30.48 metres (100 feet) more or less, containing an area of 232.25 square metres (2,500 square feet) more or less, including all structures and municipally known as 52 Holly Avenue, Hamilton, be approved and completed and the purchase price of \$77,000. be charged to Account No. CF 5590 628650002 (McAnulty Neighbourhood Park); and,
2. That as consideration in the amount of \$2. has been paid to the owner pursuant to the agreement, this amount be deducted from the purchase price; and,
3. That upon receiving vacant possession of this property, the Property Department be authorized to proceed immediately to demolish the structures and the costs be charged to Account Centre No. CF 628650002 (McAnulty Neighbourhood Park); and,
4. That the authorized cost of the McAnulty Neighbourhood Park, Account Centre No. CF 628650002 be revised from \$90,000. to \$150,000. to cover acquisition and demolition costs for 52 Holly Avenue required for the McAnulty Neighbourhood Park; and,

5. That the Finance and Administration Committee be requested to recommend the method of financing; and,
6. That the Mayor and City Clerk be authorized and directed to execute the necessary documents.

A handwritten signature in cursive script, appearing to read "Gulley", is written in the right margin of the page.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

This property is the last site required to complete the assembly of lands for the McAnulty Neighbourhood Park. With this purchase the City will be able to complete the redevelopment of the park for neighbourhood use.

KN/nw

c.c. P. Noé Johnson, City Solicitor, Law Department

Allan C. Ross, Treasurer, Treasury Department

B. Chrystian, Manager of Parks, Public Works Department

C. Bandurka, Property Clerk, Surveys, Roads Department





F. (iv)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Golf Courses - Capital Improvements and Capital Budget

**RECOMMENDATION:**

That an Engineering/Hydraulic Study at both King's Forest and Chedoke Golf Courses to determine and recommend a strategy for minimizing use of and dependence on the municipal water supply for irrigation and snow making (Chedoke only) purposes, at an estimated cost of \$40,000, be allocated out of the 1994 Capital Contingency Account and financed from the Reserve for Capital Projects, Account Centre No. CH 00203.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net amount funded and financed out of the 1994 Capital Contingency and the Reserve for Capital Projects, including this recommendation, is \$273,000 for projects which are not included in the 1994 Capital Budget. The 1994 Capital Budget includes a provision of \$500,000 for Capital Contingency to accommodate any unforeseen increased cost of projects and to assist with the implementation of current budget reduction packages or any unforeseen reduction to provincial subsidy allocation for Capital Projects.

**BACKGROUND:**

The details of the project cost are outlined in the attached report from J.G. Pavelka, C.A.O., dated 1994 August 17, which is expected to be considered by the Parks and Recreation Committee at its meeting of 1994 August 23.

NRA/an  
Att'd

c.c. Members of the Capital Budget Sub-Committee  
Chris Firth-Eagland, Acting Director, Public Works,  
Attention: Bob Chrystian, Manager of Parks  
Kevin C. Christenson, Secretary, Parks and Recreation Committee

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 19

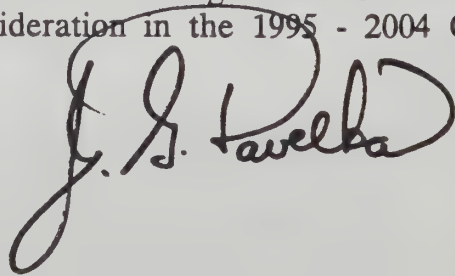
**REPORT TO:** Mr. Kevin C. Christenson, Secretary  
Parks and Recreation Committee

**FROM:** Mr. Joe Pavelka  
Chief Administrative Officer

**SUBJECT:** Golf Courses - Capital Improvements and Capital  
Budget

**RECOMMENDATION:**

- 1) That the Director of Public Works be authorized to receive proposals from qualified Golf Course Design Architects for the purpose of undertaking an Engineering/Hydraulic Study at both King's Forest and Chedoke Golf Courses to determine and recommend a strategy for minimizing dependency on the municipal water supply for irrigation and snow making (Chedoke only) purposes while recognizing the overriding importance of maintaining the integrity and playability of the existing facilities.
- 2) That the Niagara Escarpment Commission be approached to ensure that any proposal to create reservoirs on the golf courses is accepted in principle prior to any expenditures being spent.
- 3) That an upset limit of \$40,000 be established to undertake this project for both the King's Forest and Chedoke facilities combined, including GST.
- 4) That the Finance and Administration Committee be requested to recommend the method of financing.
- 5) That the Parks Division, Public Works Department, proceed with an inventory of Capital Improvements deemed necessary to allow best use of available financial and staff resources for day to day operations.
- 6) That these Capital Budget requirements be presented during the Fall of 1994 to the Parks and Recreation Committee for consideration in the 1995 - 2004 Capital Budget.



## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Currently 1994 water rates and sewer surcharges for both golf course locations cost the City approximately \$117,000 for golf and ski facility operations.

<b>1994</b>	<b>Chedoke Golf Course</b>	<b>Chedoke Ski Hill</b>	<b>King's Forest Golf Course</b>	<b>TOTAL</b>
Water Rates & Sewer Surcharges	\$46,680	\$25,480	\$44,780	\$116,940

Capital Improvements involving the installation of on site reservoirs, deep wells or combinations of same could significantly reduce these annualized expenditures.

## **BACKGROUND:**

At a special meeting of Council on December 21, 1993 approval was given to the Twenty-first Report of the Parks and Recreation Committee which among other things directed staff to report back on the method and details by which maintenance costs at Chedoke and King's Forest Golf Courses would be reduced by 15%.

Subsequently, Parks and Recreation Committee considered a follow-up report dated April 14, 1994 wherein a series of recommendations were made involving the deletion of five full time positions together with scheduling changes representing a combined cost reduction \$70,000, equalling approximately 5% in operating costs. At this same meeting, direction was given to the Chief Administrative Officer to undertake a detailed analysis of Golf Course Operations for the purpose of recommending further expenditure reductions, revenue generating opportunities, administrative structure and capital improvements.

Based on investigations conducted to date, it is apparent that all the work on the golf courses is funded through the operating budget. Normally, day to day operations are funded through the annualized operating budget while significant improvements or replacements such as irrigation systems, bridge and pathway work, workshop improvements, course enhancements, etc. are funded through the Capital Budget. Given the present arrangement, the end result is piecemeal band-aid solutions to Capital/Infrastructure work and reduced funds available for routine maintenance. A breakdown of expenditures and revenues for both golf course locations is attached, Exhibit A - Chedoke and Exhibit B - King's Forest.

As a second step toward cost reduction (the first being the staff changes noted above) this report is recommending the start of a program of capital improvements that would lead to a more efficient and effective use of available labour and financial resources assigned to maintaining quality facilities at both golf course locations. Specifically, a study is proposed for the purpose of identifying capital costs and other implications associated with installation of an on site water supply system capable of reducing our dependence on the existing municipal system for irrigation and snow making purposes (snow making at Chedoke only).



A golf course architect is recommended to co-ordinate the study to ensure that the many facets of a project of this type are taken into account, such as horticultural and aesthetic requirements, golf hole shot values, hazard placement, depth perception and landing areas. It is essential that the recommended strategy for supplying on site water does not detract from the quality of the existing product; if anything, the overall playability of the course(s) should be enhanced as a result of anticipated improvements while water consumption costs are reduced. Further, many golf course architects have experience in both nordic and alpine ski facility design and snow making requirements and therefore possess the qualifications to combine our site requirements at Chedoke to accommodate both winter and summer activities.

Finally, the Parks Division staff should proceed to evolve an inventory of golf course improvements considered relevant to maximizing the efficiency and effectiveness of staff and financial resources employed in routine maintenance/operations and to cost these improvements. As part of the Capital Budget process, these golf course needs should be considered by the Parks and Recreation Committee and in turn forwarded for consideration in the 1995 - 2004 Capital Budget.

JGP/RWC/DS/mc  
Attachment

cc: Alderman M. Kiss, Chairman Ski Hill Task Force  
S. Reeder, Secretary, Finance and Administration Committee  
P. Noé-Johnson, Acting Director of Culture and Recreation  
C. Firth-Eagland, Acting Director of Public Works  
R. W. Chrystian, Manager of Parks  
D. Cowan, Superintendent of Sports Facilities  
A. C. Ross, Treasurer  
L. Stasiuk, President, Local 5

CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
CHEDOKE GOLF COURSE

ACCOUNT NUMBER (1)	DESCRIPTION (2)	ACTUAL				BUDGET
		1990 (3)	1991 (4)	1992 (5)	1993 (6)	1994 (7)
<u>CHEDOKE GOLF COURSE EXPENDITURES</u>						
CH 31138	<u>CHEDOKE GOLF CLUB -BUILDINGS</u>  (INCLUDES WINTER OPERATION)					
51001	SALARIES AND WAGES,BENEFITS	29,237	49,610	25,136	50,893	52,390
51003	TEMPORARY HELP	0	0	0	0	0
56303	WATER RATES AND SEWER SUR.	2,462	1,911	2,511	277	2,760
56337	PUMP 3 HOLDING TANK	1,297	1,472	1,519	773	1,500
56331	WINDOW CLEANING	353	369	0	0	0
56332	CARETAKING	0	0	0	0	0
56336	PEST CONTROL	0	0	0	0	0
56101	CLEANING SUPPLIES	3,828	4,281	0	0	0
56103	OPERATING SUPPLIES	462	349	5,055	5,368	5,130
56113	LIGHT BULBS	0	0	0	0	0
57127	REPAIRS AND MAINTENANCE					
	-RESTAURANT AND EQUIPMENT	4,272	4,382	2,053	924	5,000
57301	REPAIRS AND MAINTENANCE					
	-BUILDINGS	36,200	19,950	20,371	22,988	21,000
57107	REPAIRS AND MAINTENANCE					
	-CONTRACTUAL SERVICES	1,002	1,264	974	730	510
57313	REPAIRS AND MAINTENANCE					
	-VARIOUS	7,981	12,679	6,748	3,202	4,420
56328	INSURANCE	241	241		0	0
53202	PROPERTY TAXES	<u>2,701</u>	<u>3,121</u>	<u>3,254</u>	<u>2,976</u>	<u>3,300</u>
		<u>90,037</u>	<u>99,629</u>	<u>67,622</u>	<u>88,131</u>	<u>96,010</u>
CH 31138	2/3 OF THE ABOVE EXPENDITURES RELATE TO GOLF COURSE	60,024	66,419	45,081	58,753	64,006

CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
CHEDOKE GOLF COURSE

ACCOUNT NUMBER	DESCRIPTION	ACTUAL				BUDGET
		1990	1991	1992	1993	1994
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>CHEDOKE GOLF COURSE EXPENDITURES</u>						
CH 62134	<u>CHEDOKE GOLF COURSE</u>					
	<u>MAINTENANCE</u>					
51401	SALARIES AND WAGES,BENEFITS	148,824	158,560	148,222	215,613	210,170
56301	TELEPHONES	333	(14)	0	0	800
56303	WATER RATES AND SEWER SURCHARGES	26,382	45,763	29,398	36,144	46,680
56304	LIGHT AND POWER	30,694	31,389	27,091	28,438	28,740
56305	FUEL	10,584	14,567	21,540	18,401	15,430
56328	INSURANCE			0		
56340	IRRIGATION CONTRACT	28,476	4,465	16,626	8,028	8,400
56103	OPERATING SUPPLIES	17,516	15,935	10,961	21,123	18,900
56105	SMALL TOOLS	0	117	0	0	0
57101	REPAIRS AND MAINTENANCE -EQUIPMENT	920	2,440	0	650	2,100
57200	REPAIRS AND MAINTENANCE - GROUNDS	35,169	50,306	34,819	0	0
57301	REPAIRS AND MAINTENANCE - BUILDINGS	718	1,211	673	79	3,340
58003	RADIO EQUIPMENT	0	0	0	0	0
56601	RENTAL - OPERATING EQUIPMENT - CITY OWNED	31,053	30,968	30,216	31,610	33,730
56398	CONTRACTUAL - VARIOUS	0	0	0	12,909	10,000
56006	MEMBERSHIP AND SUBSCRIPTION	0	0	0	131	130
58005	OPERATING EQUIPMENT	0	0	72	0	0
		<u>330,669</u>	<u>355,708</u>	<u>319,616</u>	<u>373,126</u>	<u>378,420</u>
CH 62136	<u>CHEDOKE GOLF COURSE</u>					
	<u>- FAIRWAY MAINTENANCE</u>					
51401	SALARIES AND WAGES,BENEFITS	115,688	110,804	132,436	142,762	151,220
56372	CONTRACTUAL SERVICES - WEED CONTROL	19,914	29,642	17,425	8,737	8,310
56103	OPERATING SUPPLIES	13,617	7,853	5,384	15,812	13,230
56601	RENTAL - OPERATING EQUIPMENT -CITY OWNED	<u>41,969</u>	<u>49,322</u>	<u>65,129</u>	<u>54,507</u>	<u>44,000</u>
		191,188	197,621	220,375	221,818	216,760



CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
CHEDOKE GOLF COURSE

ACCOUNT NUMBER	DESCRIPTION	ACTUAL				BUDGET
(1)	(2)	1990	1991	1992	1993	1994
		(3)	(4)	(5)	(6)	(7)
<u>CHEDOKE GOLF COURSE EXPENDITURES</u>						
CH 62138	<u>CHEDOKE GOLF COURSE</u>					
	<u>– GREENS AND TEE MAINTENANCE</u>					
51401	SALARIES AND WAGES,BENEFITS	138,531	180,119	215,897	195,674	205,230
56103	OPERATING SUPPLIES	18,100	21,381	15,009	22,036	21,000
56601	RENTAL – OPERATING EQUIPMENT					
	– CITY OWNED	<u>40,041</u>	<u>51,757</u>	<u>59,366</u>	<u>35,559</u>	<u>41,000</u>
		<u>196,672</u>	<u>253,257</u>	<u>290,272</u>	<u>253,269</u>	<u>267,230</u>
CH 70405	<u>CHEDOKE GOLF CLUB</u>					
	<u>– CLUBHOUSE AND PROSHOP</u>					
51001	SALARIES AND WAGES,BENEFITS	80,089	93,442	91,231	106,609	106,300
56301	TELEPHONE	1,822	1,237	1,593	1,217	2,500
56398	CONTRACTUAL SERVICES	1,254	2,020	269	1,328	1,370
56001	OFF SUPPLIES AND STATIONERY	359	337	0	396	980
56103	OPERATING SUPPLIES	12,502	5,728	697	409	10,000
56201	GASOLINE	6,151	(969)	2,946	1,202	400
57101	REPAIRS AND MAINTENANCE					
	– EQUIPMENT	3,380	101	587	491	800
57301	REPAIRS AND MAINTENANCE					
	– BUILDINGS	0	0	0	0	340
57499	REPAIRS AND MAINTENANCE					
	– OTHER	805	0	0	0	860
55247	TOURNAMENT PRIZES	12,116	12,081	13,337	13,855	13,400
58004	FURNISHINGS	0	474	0	0	0
58005	OPERATING EQUIPMENT	7	15,227	2,221	1,922	9,000
56006	MEMBERSHIP AND SUBSCRIPTIONS					
	– OGA	<u>150</u>	<u>0</u>	<u>474</u>	<u>364</u>	<u>900</u>
		<u>118,636</u>	<u>129,678</u>	<u>113,354</u>	<u>127,793</u>	<u>146,850</u>
	TOTAL EXPENDITURES	897,189	1,002,683	988,698	1,034,759	1,073,266
	LESS EST. LAWN BOWLING COST	<u>(54,749)</u>	<u>(56,939)</u>	<u>(59,217)</u>	<u>(58,753)</u>	<u>(61,104)</u>
	NET TOTAL EXPENDITURES	<u>842,440</u>	<u>945,744</u>	<u>929,481</u>	<u>976,006</u>	<u>1,012,162</u>



CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
CHEDOKE GOLF COURSE

ACCOUNT NUMBER	DESCRIPTION	ACTUAL				BUDGET
		1990	1991	1992	1993	1994
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>CHEDOKE GOLF CLUB REVENUE</u>						
CH70405	<u>CHEDOKE GOLF CLUB</u>					
44011	CONCESSIONS	21,000	22,050	23,153	24,310	25,000
44012	MEMBERSHIPS	397,537	394,990	405,925	394,694	510,800
44013	GREEN FEES	413,396	377,590	361,956	379,729	401,200
44014	LOCKER FEES	<u>4,057</u>	<u>2,849</u>	<u>2,656</u>	<u>2,652</u>	<u>2,500</u>
	TOTAL GOLF CLUB REVENUE	<u>835,990</u>	<u>797,479</u>	<u>793,690</u>	<u>801,385</u>	<u>939,500</u>
<u>SURPLUS OR (DEFICIT)</u>						
						65,000
	TOTAL REVENUE	835,990	797,479	793,690	801,385	939,500
	LESS: TOTAL EXPENDITURES	<u>(842,440)</u>	<u>(945,744)</u>	<u>(929,481)</u>	<u>(976,006)</u>	<u>(1,012,162)</u>
	EXCESS OF EXPENDITURE OVER REVENUE	<u>(6,450)</u>	<u>(148,265)</u>	<u>(135,791)</u>	<u>(174,621)</u>	<u>(72,662)</u>

NOTE: DETAIL OF DEBENTURE DEBT NOTED BELOW IS NOT INCLUDED IN THE ABOVE EXPENDITURES.

BY-LAW NUMBER	YEAR OF ISSUE	DESCRIPTION	AMOUNT OF ISSUE	DEBT		YEAR OF MATURITY
				PRINCIPAL UNMATURED OUTSTANDING AT DEC. 31/93	1994 PRINCIPAL & INTEREST	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
84-087	84	CONSTRUCT MTNCE. DEPOT	618,000	61,800	70,298	1994
89-195	89	RENOVATE PARKING LOT	** <u>146,400</u>	<u>146,400</u> *	<u>18,761</u>	2004
			<u>764,400</u>	<u>208,200</u>	<u>89,059</u>	

\*\* Original amount of issue \$290,000, however \$143,600 excess debentures transferred to other projects.

\* SINKING FUND DEBENTURES

CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
KING'S FOREST GOLF COURSE

ACCOUNT NUMBER	DESCRIPTION	ACTUAL				BUDGET
		1990 (3)	1991 (4)	1992 (5)	1993 (6)	1994 (7)
<u>KING'S FOREST GOLF COURSE EXPENDITURES</u>						
CH 31140	<u>KING'S FOREST –BUILDINGS</u>					
	<u>(INCLUDES WINTER OPERATION)</u>					
51001	SALARIES AND WAGES,BENEFITS	61,497	49,610	81,476	52,994	52,390
56303	WATER RATES AND SEWER SURCH.	377	2,845	2,275	2,557	2,600
56331	WINDOW CLEANING	347	361	—	0	0
56332	CARETAKING	—	—	—	0	0
56336	PEST CONTROL	—	—	—	0	0
56101	CLEANING SUPPLIES	2,432	4,187	—	0	0
56103	OPERATING SUPPLIES	609	470	5,025	5,030	5,040
56113	LIGHT BULBS	—	—	0	0	0
57127	REPAIRS AND MAINTENANCE					
	—RESTAURANT AND EQUIPMENT	4,447	4,410	4,087	6,090	5,500
57301	REPAIRS AND MAINTENANCE					
	—BUILDINGS	33,645	15,450	16,094	14,022	16,330
57113	REPAIRS AND MAINTENANCE					
	—CONTRACTUAL SERVICES	2,091	2,043	2,326	1,092	1,010
57313	REPAIRS AND MAINTENANCE					
	—OTHER	5,958	12,254	5,748	2,770	3,680
56328	INSURANCE	156	156	0	0	0
53202	PROPERTY TAXES	<u>3,796</u>	<u>4,100</u>	<u>4,082</u>	<u>4,183</u>	<u>4,310</u>
		<u>115,355</u>	<u>95,886</u>	<u>121,113</u>	<u>88,738</u>	<u>90,860</u>
CH 31140	2/3 OF THE ABOVE EXPENDITURES RELATE TO GOLF COURSE	<u>76,903</u>	<u>63,923</u>	<u>80,734</u>	<u>59,158</u>	<u>60,567</u>

CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
KING'S FOREST GOLF COURSE

ACCOUNT NUMBER (1)	DESCRIPTION (2)	ACTUAL				BUDGET
		1990 (3)	1991 (4)	1992 (5)	1993 (6)	1994 (7)
CH 62140	<u>KING'S FOREST GOLF COURSE</u>					
	<u>MAINTENANCE</u>					
51401	SALARIES, WAGES AND BENEFITS	139,654	161,042	188,217	203,323	210,700
56301	TELEPHONES	935	1,476	3,022	2,844	1,940
56303	WATER RATES,SEWER SURCHARGES	27,767	29,252	56,325	73,537	44,780
56304	LIGHT AND POWER	17,414	26,009	27,646	30,575	24,260
56305	FUEL	6,837	11,711	15,339	10,833	17,440
56328	INSURANCE		0	0	0	0
56340	IRRIGATION CONTRACT	7,667	8,973	11,390	0	0
56103	OPERATING SUPPLIES	28,415	26,771	35,317	38,757	33,600
56398	CONTRACTUAL VARIOUS	0	0	0	13,137	20,210
57101	REPAIRS AND MAINTENANCE					
	-EQUIPMENT	16,016	9,988	201	0	0
57200	REPAIRS AND MAINTENANCE					
	- GROUNDS	38,901	28,053	45,387	222	0
57301	REPAIRS AND MAINTENANCE					
	- BUILDINGS	2,899	5,011	5,837	1,028	4,200
58003	RADIO EQUIPMENT	0	0	0	0	0
58005	OPERATING EQUIPMENT	16,270	9,185	5,807	0	12,000
56601	RENTAL - OPERATING EQUIPMENT					
	- CITY OWNED	35,702	38,658	30,375	46,185	37,750
56602	RENTAL - OPERATING EQUIPMENT					
	- NON CITY	1,728	871	853	2,966	6,890
56006	MEMBERSHIP AND SUBSCRIPTION	3	0	0	766	150
		<u>340,208</u>	<u>357,001</u>	<u>425,715</u>	<u>424,173</u>	<u>413,920</u>
CH 62142	<u>KING'S FOREST GOLF COURSE</u>					
	<u>- FAIRWAY MAINTENANCE</u>					
51401	SALARIES AND WAGES,BENEFITS	76,604	70,480	85,082	108,836	99,110
56372	CONTRAUCTUAL SERVICES					
	- WEED CONTROL	15,219	12,362	14,000	3,888	5,670
56103	OPERATING SUPPLIES	10,328	12,119	16,370	4,473	5,250
56601	RENTAL - OPERATING EQUIPMENT					
	- CITY OWNED	<u>23,444</u>	<u>34,944</u>	<u>28,022</u>	<u>41,958</u>	<u>34,710</u>
		<u>125,595</u>	<u>129,905</u>	<u>143,474</u>	<u>159,155</u>	<u>144,740</u>

## EXHIBIT "B" – KING'S FOREST GOLF COURSE

CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
KING'S FOREST GOLF COURSE

ACCOUNT NUMBER (1)	DESCRIPTION (2)	ACTUAL				BUDGET 1994 (7)
		1990 (3)	1991 (4)	1992 (5)	1993 (6)	
CH 62144	<u>KING'S FOREST GOLF COURSE</u>					
	<u>- GREENS AND TEE MAINTENANCE</u>					
51401	SALARIES AND WAGES,BENEFITS	101,132	116,239	134,374	128,076	132,670
56103	OPERATING SUPPLIES	14,034	12,700	10,095	13,840	14,430
56601	RENTAL – OPERATING EQUIPMENT					
	– CITY OWNED	<u>27,073</u>	<u>28,598</u>	<u>22,455</u>	<u>14,843</u>	<u>30,720</u>
		<u>142,239</u>	<u>157,537</u>	<u>166,924</u>	<u>156,759</u>	<u>177,820</u>
CH 70415	<u>KING'S FOREST GOLF CLUB</u>					
	<u>- CLUBHOUSE AND PROSHOP</u>					
51001	SALARIES AND WAGES,BENEFITS	67,641	69,343	72,925	75,606	75,480
56301	TELEPHONE	1,076	1,164	1,564	1,395	1,600
56103	OPERATING SUPPLIES	7,816	1,977	562	908	3,000
57101	REPAIRS AND MAINTENANCE					
	– EQUIPMENT	300	261	337	0	1,000
57301	REPAIRS AND MAINTENANCE					
	– BUILDINGS	0	0	0		360
57499	REPAIRS AND MAINTENANCE					
	– OTHER	0	0	0		690
55247	TOURNAMENT PRIZES	6,608	6,135	6,740	6,920	6,750
58004	FURNISHINGS	500	475	52		600
58005	OPERATING EQUIPMENT	0	0	0	3,161	0
56006	MEMBERSHIPS AND SUBSCRIPTIONS					
	– OGA	<u>210</u>	<u>0</u>	<u>263</u>	<u>0</u>	<u>1,060</u>
		<u>84,151</u>	<u>79,355</u>	<u>82,443</u>	<u>87,990</u>	<u>90,540</u>
	TOTAL EXPENDITURES	769,096	787,721	899,290	887,235	887,587
	LESS EST. LAWN BOWLING COST	<u>(34,066)</u>	<u>(35,428)</u>	<u>(36,846)</u>	<u>(38,320)</u>	<u>(39,853)</u>
	NET TOTAL EXPENDITURES	<u>735,030</u>	<u>752,293</u>	<u>862,444</u>	<u>848,915</u>	<u>847,734</u>



CITY OF HAMILTON  
TREASURYANALYSIS OF EXPENDITURES AND REVENUE  
KING'S FOREST GOLF COURSE

ACCOUNT NUMBER	DESCRIPTION	ACTUAL				BUDGET
		1990	1991	1992	1993	1994
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>KING'S FOREST GOLF CLUB REVENUE</u>						
CH 70415	<u>KING'S FOREST – GOLF CLUB</u>					
44011	CONCESSIONS	24,308	31,053	28,139	26,096	25,000
44012	MEMBERSHIPS	260,830	265,375	285,111	279,699	369,000
44013	GREEN FEES	226,796	232,415	237,132	255,750	267,000
44014	LOCKER FEES	4,040	3,855	3,060	2,990	3,000
44017	PRO SHOP CONCESSION	<u>0</u>	<u>152</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL GOLF CLUB REVENUE	<u>515,974</u>	<u>532,851</u>	<u>553,442</u>	<u>564,535</u>	<u>664,000</u>
<u>SURPLUS OR (DEFICIT)</u>						
	TOTAL REVENUE	515,974	532,851	553,442	564,535	664,000
	LESS: TOTAL EXPENDITURES	<u>(735,030)</u>	<u>(752,293)</u>	<u>(862,444)</u>	<u>(848,915)</u>	<u>(847,734)</u>
	EXCESS OF EXPENDITURES OVER REVENUE	<u>(219,056)</u>	<u>(219,443)</u>	<u>(309,002)</u>	<u>(284,380)</u>	<u>(183,734)</u>

47,000

NOTE: DETAIL OF DEBENTURE DEBT NOTED BELOW IS NOT INCLUDED IN THE ABOVE EXPENDITURES.

BY-LAW NUMBER	YEAR OF ISSUE	DESCRIPTION	DEBT			
			AMOUNT OF ISSUE	PRINCIPAL UNMATURED OUTSTANDING AT DEC.31/93	1994 PRINCIPAL & INTEREST	YEAR OF MATURITY
(1)	(2)	(3)	(4)	(5)	(6)	(7)
73-123	73	CONSTRUCTION OF CLUBHOUSE	50,000	0	0	1993
73-125	73	CONSTRUCTION AND DEVELOPMENT	20,000	0	0	1993
73-274	73	CONSTRUCTION OF CLUBHOUSE	55,000	0	0	1993
62-74	74	CONSTRUCTION OF WORKSHOP	24,000	2,000	2,200	1994
62-74	85	CONSTRUCTION OF CLUBHOUSE	<u>20,000</u>	<u>1,000</u>	<u>1,100</u>	1994
			<u>169,000</u>	<u>3,000</u>	<u>3,300</u>	

G (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property  
Property Department

**SUBJECT:** Closure of Property Department Capital Projects

**RECOMMENDATION:**

That the City Treasurer be directed to close the following Capital Project account with any excess funding to be transferred to its original source of financing:

Capital Centre Number	Project Description	Authorized Gross Cost	Expended To Date	Balance Available	Source(s) of Financing
a) 328641001	Energy Conservation Projects	\$50,000	\$49,951	\$49	RCP
b) 318741101	Budget Items Financed from Reserves	\$130,000	\$129,845	\$155	RCP
<b>TOTAL</b>				\$204	

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See above recommendation.

**BACKGROUND:**

The work relating to these projects has been completed, and therefore the affected accounts can be closed.

JC/dcr

c.c. Allan C. Ross, Treasurer, Treasury Department

Attention: N. R. Adhya

R. Swan, Manager, Building Operations & Maintenance Division

J. Cerio, Manager of Administration, Property Department

G. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** D. W. Vyce  
Director of Property

**SUBJECT:** Roof Replacements, Various Locations

**RECOMMENDATION:**

(a) That purchase orders be issued for roof replacements at various locations, being the lowest tenders received, in accordance with specifications issued by Purchasing, and be financed, as follows:

i) Norman Pinky Lewis Recreation Centre 192 Wentworth Street North

To **Atlantic Roofers Ontario Ltd.**, Hamilton, in the amount of \$179,546.  
(including \$11,746. GST and \$7,200. contingency)

Norman Pinky Lewis-Roof Replacement Acct. No. CF319441010 \$125,000.

Major Maintenance To Civic Buildings Acct. No. CF319441005 \$ 54,546.

Lowest of eight (8) tenders

ii) Farmers' Market 55 York Boulevard

To **Trio Roofing Systems Inc.**, Etobicoke, in the amount of \$113,990.31  
(including \$7,457.31 GST and \$2,200. contingency)

Farmers' Market-Roof Replacement Account No. CF319441012

Lowest of ten (10) tenders

iii) Rosedale Arena 100 Greenhill Avenue

To **Whiteside Roofing & Sheet Metal Ltd.**, Hamilton, in the amount of \$147,880.42 (including \$9,674.42 GST and \$7,600. contingency)

Rosedale Arena-Roof Replacement Account No. CF319441007

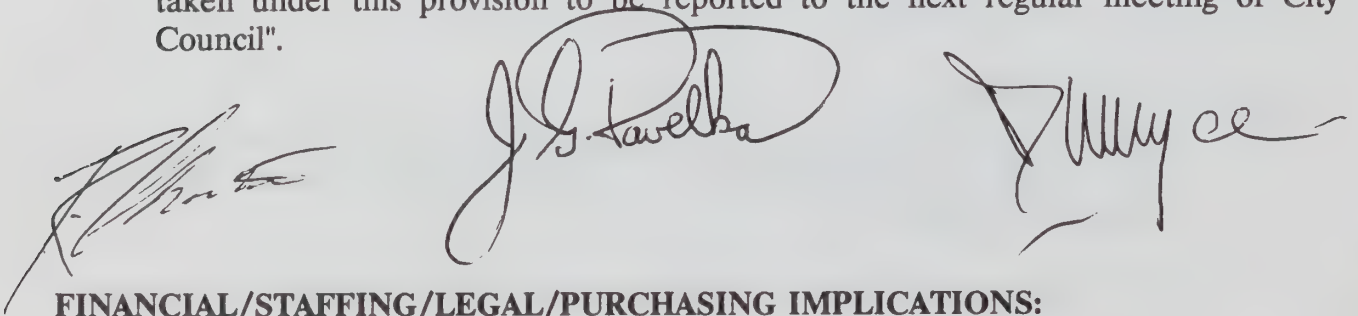
Lowest of twelve (12) tenders



iv) Scott Park Arena 876 Cannon Street East

To Whiteside Roofing & Sheet Metal Ltd., Hamilton, in the amount of \$142,460.87 (including \$9,319.87 GST and \$7,900. contingency)  
Scott Park Arena-Roof Replacement Account No. CF319441008  
Lowest of eleven (11) tenders

- (b) That contracts be entered into satisfactory to the City Solicitor, and
- (c) That, as this work is to be completed as soon as possible, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon the approval of two of the following: the Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".



FINANCIAL/STAFFING/LEGAL/PURCHASING IMPLICATIONS:

N/A

**BACKGROUND:**

**Tender Analysis**

i) Norman Pinky Lewis Arena

Atlantic Roofers Ontario, Hamilton	\$179,546.00
Viana Roofing and S.M., Toronto	205,856.77
Trio Roofing Systems, Etobicoke	201,900.44
Riddell S.M. and Roofing, Hamilton	220,196.37
Whiteside Roofing and S.M., Hamilton	231,972.79
Julian Roofing Ontario, Hamilton	242,892.14
Dufferin Roofing Ltd., Weston	253,370.65
Roque Roofing and S.M., Hamilton	265,467.00

ii) Farmers' Market

Trio Roofing Systems, Etobicoke	\$113,990.31
Roque Roofing and S.M., Hamilton	130,861.00
Schreiber Brothers Limited, Hamilton	133,129.40
Atlantic Roofers Ontario, Hamilton	134,392.00
Whiteside Roofing and S.M., Hamilton	134,827.49
Riddell S.M. and Roofing, Hamilton	140,714.63
Dufferin Roofing Ltd., Weston	146,393.12
Julian Roofing Ontario, Hamilton	149,595.84
E-D Roofing Limited, Mississauga	175,644.78
Viana Roofing and S.M., Toronto	206,801.58

iii) Rosedale Arena

Whiteside Roofing and S.M., Hamilton	\$147,880.42
Trio Roofing Systems, Etobicoke	149,899.51
Atlantic Roofers Ontario, Hamilton	155,257.00
Roque Roofing and S.M., Hamilton	163,710.00
Solar Roofing and S.M., Toronto	163,881.20
E-D Roofing Limited, Mississauga	164,589.54
Viana Roofing and S.M., Toronto	167,521.34
Riddell S.M. and Roofing, Hamilton	174,468.85
A M Roofing Systems, Hamilton	177,383.53
Julian Roofing Ontario, Hamilton	179,027.26
Dufferin Roofing Ltd., Weston	204,254.44
Triple "R" Roofing, Etobicoke	249,203.00

iv) Scott Park Arena

Whiteside Roofing and S.M., Hamilton	\$142,460.87
Atlantic Roofers Ontario, Hamilton	148,516.00
Solar Roofing and S.M., Toronto	153,427.30
Trio Roofing Systems, Etobicoke	160,900.18
Roque Roofing and S.M., Hamilton	162,179.90
E-D Roofing Limited, Mississauga	163,949.68
Viana Roofing and S.M., Toronto	164,611.48
Riddell S.M. and Roofing, Hamilton	175,716.47
Julian Roofing Ontario, Hamilton	185,439.56
Dufferin Roofing Ltd., Weston	197,884.73
Triple "R" Roofing, Etobicoke	259,228.90

RD/rd

c.c. Patrice Noé Johnson, City Solicitor, Law Department  
Allan Ross, City Treasurer, Treasury Department



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

H. (i)

**DATE:** 1994 August 18

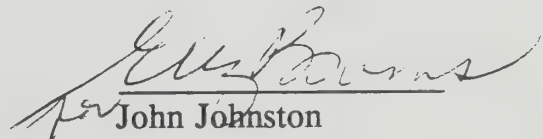
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** John Johnston  
Commissioner of Human Resources

**SUBJECT:** Appointments To and Terminations From Permanent  
Positions with the Corporation of the City of Hamilton  
(C-021-094)

**RECOMMENDATION:**

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to August 18, 1994 be approved.

  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**BACKGROUND:**

Attached.



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. James Batchelor	I	Truck Driver (D-13)	Public Works	Replacing Mr. F. Howard - promoted, July 25/94	\$35,686.56	Aug. 01/94
Mr. Alexander Berry	I	Lead Hand/Truck Driver (D-17)	Public Works	Replacing Mr. S. Gentile - retired, June 30/94	\$37,146.72	Aug. 01/94
Mr. William Brock	I	Sanitation Worker (D-15G)	Public Works	Replacing Mr. G. Duguay - promoted, July 04/94	\$36,670.40	July 18/94
Mr. Rick Davidson	I	Traffic Checker (8-A)	Traffic	Replacing Mr. D. Smith - terminated, May 25/94	\$29,068.00 to \$31,830.76	May 25/94
Mr. Geoffrey Duguay	I	Roller Operator (D-14)	Public Works	Replacing Mr. S. Fish - retired, June 30/94	\$36,052.64	July 04/94
Mr. Mike Gawrylash	I	Lead Hand/Truck Driver (D-17)	Public works	Replacing Mr. R. Drum - retired, May 31/94	\$37,146.72	July 18/94

Prepared August 18/94

Status

Internal - I  
External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Fred Howard	I	Catch Basin Equipment Operator (D-15)	Public Works	Replacing Mr. Vallenga - reclassified, July 25/94	\$36,416.64	July 25/94
Mr. William McKay	I	Sanitation Worker (2-Man Crew) (D-15G)	Public Works	Replacing Mr. P. Fournier - promoted, June 13/984	\$36,670.40	July 02/94
Mr. Frank Meagher	I	Oil Distributor Operator (D-15)	Public Works	Replacing Mr. P. Faustini - promoted, May 24/94	\$36,416.64	Aug. 18/94
Ms. Susan Peck	E	Auto Parts Clerk (15-F)	Public Works	Replacing Mr. W. Ball - transferred, March 21/94	\$36,385.44 to \$42,005.60	July 11/94
Mr. Shawn Riley	I	Street Sweeper/ Flusher Operator (D-14)	Public Works	Replacing Mr. W. McKay - promoted, July 02/94	\$36,502.64	July 25/94
Mr. Paul Sertic	I	Signs & Markings Specialist (11-C)	Traffic	Replacing Mr. A. Amore - promoted, May 11/94	\$28,956.20 to \$31,989.88	Aug. 01/94

Prepared August 18/94

Status

Internal - I  
External - E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>STATUS</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Peter Vellenga	I	Truck Driver (D-13)	Public Works	Replacing Mr. M. Gawrylash - promoted, July 18/94	\$35,686.56	July 25/94
Mr. William Young	I	Parking Control Prosecution & Co-ordinator (L-2)	Traffic	Replacing Mr. W. Dans - retired, Dec. 31/93	\$43,484.48 to \$51,205.44	Aug. 01/94

Prepared August 18/94

Status
Internal - I
External - E

# THE CORPORATION OF THE CITY OF HAMILTON

## TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. John Bevan	Lead Hand	Public Works	Retired (Early)	28 years, 4 months	July 29/94
Mr. Edward Checkley	Signs/Markings Specialist	Traffic	Retired (Early)	38 years, 4 months	Aug. 31/94
Mr. F. Ronald Cole	Systems Analyst	Information Systems	Retired	22 years, 6 months	Aug. 31/94
Mr. Arnold Gaudet	Signs/Markings Specialist	Traffic	Retired (Early)	2 years, 11 months	June 30/94
Mr. Ken Kirkham	Labourer	Public Works	Resigned	9 years, 3 months	July 25/94
Mr. Robert Sugden	Director	Culture & Recreation	Terminated	30 years, 8 months	June 22/94

Prepared August 18/94

### Glossary of Terms

Terminated - long term disability

- discharge
- downsizing
- redundant

Resigned - personal betterment

- personal reasons





H. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1994 August 18

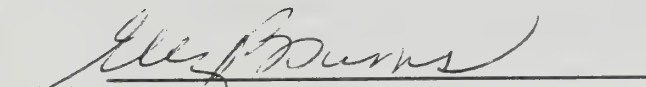
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** John Johnston  
Commissioner of Human Resources

**SUBJECT:** Child Care Task Force (C-022-094)

**RECOMMENDATIONS:**

1. That the Child Care Task Force, in its present form, be dissolved; and
2. That the Task Force be replaced with a joint union/management Work and Family Advisory Committee.

  
John Johnston

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

For the past two years the Child Care Task Force has met on a regular basis to discuss the development and implementation of policies and programs in support of balancing work and family. The Task Force has made great progress in achieving the recommendations approved by City Council on 1992 September 29.(C-048-092) The past year, however, has been particularly difficult for Task Force members. Changes in the corporate structure through early retirement and redeployment have made it onerous for Task Force members to commit time for meetings and the developmental work required. Committee members agree that they need to regroup by introducing new members and focusing on assisting the

corporation in identifying the needs of employees and the employer in providing a "family friendly" work environment.

This report is divided into two key sections:

1. the progress and achievements-to date of the Child Care Task Force;  
and
2. the mandate, membership and selection process for the Work and Family Advisory Committee.

## **1. Child Care Task Force Progress and Achievements-to-Date**

### **i) Policy Development & Implementation:**

Policies and procedures are continually being reviewed by Human Resource staff to ensure that they support the philosophy of assisting employees in balancing work and family. Proclamation of the employment equity legislation will further the development and implementation of family friendly policies and programs.

#### **a) Job Sharing:**

Development and implementation of a Job sharing Policy and Guidelines for Job Sharing Arrangements have been completed. The guidelines were developed in conjunction with C.U.P.E. Local 167. Guidelines for Job Sharing Arrangements and a Job Sharing Policy were presented to the City Senior Management Team in late 1994 February and approved by City Council in 1994 May.

#### **b) Flexible Working Arrangements:**

Development and implementation of a Flexible Working Arrangement Policy and Guidelines for Flexible Working Arrangements are currently underway. These guidelines are also being developed in conjunction with C.U.P.E. Local 167. Guidelines for Flexible Working Arrangements will be circulated to all Department Heads and bargaining agents once they are completed.

### **ii) Corporate Communication Strategies:**

a) The Child Care Task Force ensures bulletins are printed and distributed on a regular basis to inform employees of family friendly initiatives such as job sharing, flexible working arrangements, work and family health survey results etc. and to educate and encourage employees, unions and management to accommodate alternative working arrangements.

b) A job-sharing information brochure outlining the process and guidelines is almost complete and will be distributed to all Department Heads and unions for posting and circulation to all employees.

c) A Family Needs Information Brochure is complete and presently being prepared for publication. This brochure will become part of the new employee orientation package and will also be distributed to existing employees through their Departments. Each Department will receive copies for posting and circulation. Additional copies may be obtained from the Human Resources Centre. This brochure will be introduced through bulletins. A brief reminder printed directly on paycheques will also be used as follow up.

**iii) Workplace Accommodation:**

At present, a number of requests have been made for information regarding flexible working arrangements. Management appears supportive and has reacted favourably to the possibility of accommodating different working arrangements.

**iv) Future Initiatives:**

a) A letter from the Child Care Task Force has been distributed to Robert Menagh, Manager of Labour Relations, Judith Savory, Personnel Officer, Hamilton Public Library and Joan Mills, Administrative Coordinator, HECFI and all Union Presidents requesting consideration of the following at the next session of collective bargaining:

- i) job sharing
- ii) family emergency leave
- iii) maternity leave top up
- iv) vacation entitlement
- v) flexible working arrangements
- vi) the availability of an extended leave of absence subsequent to maternity and parental leaves to a maximum of twenty-four (24) months. Employees would retain the same benefits during this leave (ie. full payment of benefits, employer OMERS contributions continued, guaranteed return to previous position if available)
- vii) A re-examination of the timeframes set for family leave benefits.
- viii) An extension of family leave benefits to all employees--redefinition of criteria to include personal emergency leaves of absence for all employees.
- ix) Options for employees to make up the time lost for absences due to emergency personal/family leaves.



b) A report has been forwarded to the Accommodation Committee (Region) and the Manager, Real Estate Division (City) requesting that future consideration be given to accommodating a child care centre when any new City or Regional building is purchased or constructed.

## **2. Work and Family Advisory Committee**

### **i. Advisory Committee Mandate**

The advisory committee will:

- a) Review work and family policy initiatives, programs and practices.
- b) Communicate with employees to inform them of policy and program developments and listen to concerns employees may have in balancing work and family.
- c) Bring to the committee any employee concerns regarding balancing work and family .
- d) Make recommendations for change.
- e) Meet quarterly, or at the call of the chair.
- f) Prepare annual progress reports for the Finance and Administration Committee (City) and the Administrative Services Committee (Region) to be submitted through the Commissioner of Human Resources.

### **ii. Advisory Committee Membership**

The committee will be comprised of a minimum of eight and a maximum of twelve members and will include both Region and City management representatives, as well as representatives from the various bargaining agents. Ex officio status will be given to the Commissioner of Human Resources or his delegate. Staff from the Employment Equity Section of the Human Resources Centre will act as chair and resource person(s) to the committee.

Membership on the advisory committee will be determined as follows:

- 1. existing task force members will be given first priority;
- 2. an information letter will be sent to all Department Heads inviting them to appoint an interested non-union or management

- representative;
3. an information letter will be sent to all Bargaining Agents inviting them to appoint an interested member to serve as a representative.

In the event that the number of employees appointed exceeds twelve, membership will be determined through a joint selection process of a Management Team Representative, a Union President and a staff member from the Employment Equity Section of Human Resources.

Departments will volunteer the time of selected employees and may be responsible for incidental travel and parking expenses.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

I.

**DATE:** 1994 August 22nd

**REPORT TO:** Alderman D. Ross, Chairperson & Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Bob Mackenzie, MPP, Hamilton East - acknowledging receipt of the City's objections to the Provincial Charge for Supplementary Assessments.
- (b) Information Report - Fire Chief Baker - 86th Canadian Association of Fire Chiefs Conference, Hamilton - July 30 - August 4, 1994
- (c) Notice of Application - Ontario Energy Board - Union Gas rates
- (d) Minutes - Hamilton Status of Women Sub-Committee - 1994 July 4
- (e) Information Report - Treasurer - Canada/Ontario Infrastructure Projects - report dated 1994 August 18th
- (f) Memorandum - Treasurer - Tax Arrears Information - dated 1994 August 4th
- (g) Information Report - Treasurer - Summary of Revenues and Expenditures for the six months ended 1994 June 30th compared with budget.
- (h) Correspondence - Regional Clerk - Notice of the Passage of Regional By-Law No. R94-064 - A By-law to impose development charges against residential and non-residential development in The Regional Municipality of Hamilton-Wentworth.
- (i) Information Report - Director of Property - Barrier Free Design, City Hall modifications - report dated 1994 August 10



Page Two  
Information Items Report  
1994 August 22nd

- (j) Information Report - Treasurer - Remunerations and Expenses paid to members of Council and Members of Other Bodies for the year 1993 - Amended
- (k) Information Report - City Clerk - Licencing Division

*Quone K. Kender*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND;**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

SKR









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